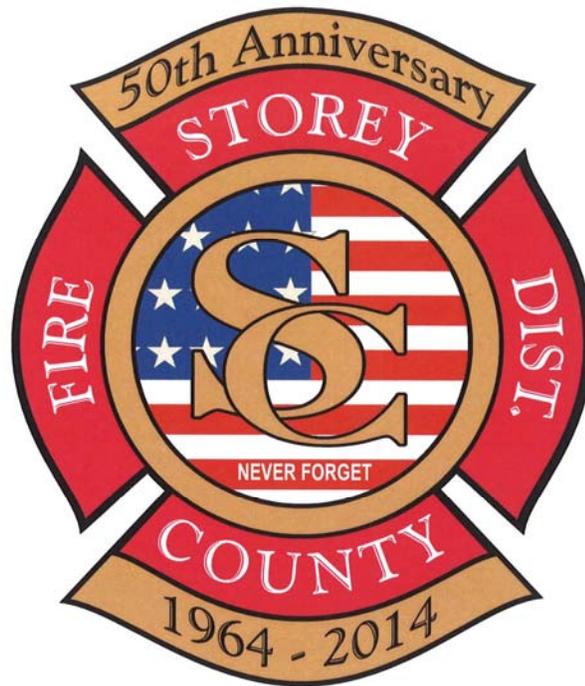


STOREY COUNTY FIRE PROTECTION DISTRICT



2016 BUSINESS PLAN

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INTRODUCTION

On October 22, 2004 all career staff attended a meeting to discuss what we have termed the “10 Regulated Mandates”. These mandates are as follows:

1. Respiratory Program (OSHA)
2. Training Division and Responsibilities
3. Inspection of Commercial Structures
4. Apparatus Pump Testing
5. Hose Testing
6. Bi-Annual Hydrant Testing
7. Electronic and Hard Copy Mapping
8. Pre-Planning - Residential and Commercial
9. Aerial Ladder Testing
10. NFIRS Reporting

In order to track and manage these requirements there have been Areas of Responsibilities (AOR) established. This allows for individual members ownership of one or more of these areas and that we meet all local, state and federal mandates. Each team member will have specific timelines for completing their tasks. Every effort has been made to assure sufficient time for completion.

The objective of this plan is to give everyone guidance and a formal plan to accomplish our mission. It further identifies areas of responsibility for staff with clear and concise timeframes.

Remember, communication is the key to success. It is imperative that individuals take personal responsibility for their AOR and complete the program requirements as outlined in this document.

Fire Chief Gary Hames

Area of Responsibility: Management of District

Objectives:

1. Attend regional meetings such as Northern Nevada Fire Chiefs Association, Lake Tahoe Regional Fire Chiefs Association and Sierra Front Interagency Wildfire Cooperators Association.
2. Assure that all District staff remain safe and healthy through participation with the County Safety Committee and internal District Safety Committee.
3. Solicit community input and establish direction of District to meet and exceed community expectations.
4. Develop annual operating budget and emergency budgets, as well as manage all FD buildings and grounds.
5. Serve as one of three members for the Executive Communications Board. In addition, be the conduit between Communications and the FD regarding all issues.
6. Review and submit all correspondence to the Commissioner's relating to our District.
7. Assure adherence with all relevant Collective Bargaining Agreements.
8. Review and potentially adopt recommendations by staff to improve the District.
9. Resolve grievances or problems that may arise when not resolved at a Captain or Battalion Chief level.
10. Assign all special areas of responsibility within this plan and as otherwise determined.
11. Assure that as a District we conduct ourselves in a manner that facilitates our Mission Statement, striving at all times to work within our Vision Statement and always assuring that we utilize and remember our Core Values.
12. Represent District at all Department Head Meetings.
13. Make recommendations to the Commissioner's regarding potential adoption of fire codes, local ordinances pertaining to our District or any other applicable rule or regulation governing our District, for action by the Commissioner's.
14. Review, approve and oversee all mutual aid agreements, automatic aid agreements, lease agreements and all other legal agreements.
15. Update and implement all Standard Operating Guidelines, Standard Operating Procedures, Policies and Procedures.
16. Liaison between Nevada Division of Forestry, County and District.
17. Serve as the District liaison with all new companies wishing to build in Storey County.
18. Prepare the annual report and issue the first rough draft by no later than February 15th of the following year.

Mission Statement: Be Nice, Solve Problems and Serve Community

19. Through an interlocal agreement with the County, manage the entire Wildland Fire Protection Program (WFPP). Inclusive of budgeting, hiring seasonal personnel and emergency responses.
20. Overarching responsibility for all emergency medical services through the interlocal agreement between the District and County.
21. Serve as the Governors appointed rural representative to Nevada Emergency Communications group.
22. Serve as appointee to Nevada Fire Chiefs as the North West representative.
23. Serve as appointed by NDEM Director to Nevada Mutual Aid Committee.

Time Frame:

This is a continual and on-going process with varying degrees of submittal.

Fire Chief Gary Hames Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Fire District Administrator Alicia Russell:

Area of Responsibility: Fire District Administrator

Objectives:

1. Assist Chief in managing daily schedules, objectives, repairs, maintenance and a myriad of other daily issues as they may arise. This includes all calendaring of annual leave, shift trades, shifts, holidays, training and special information. Create and issue a monthly calendar with the shift schedule, duty chief, regional duty chief, STEN rotation and all other important events/information as may be appropriate. This may be transitioned to an electronic version in 2016 via Emergency Reporting.
2. Assists the general public, customers, insurance companies, and/or County employees, on the telephone or in person; answers questions, explains rules, policies, and procedures, and provides fiscal information as appropriate; attempts to resolve complaints in an efficient and timely manner, referring matters requiring policy interpretation to the Fire Chief (or appropriate person) for resolution.
3. Assure that all EMS billings are being completed as determined within our policy. Ensures calls for service are billed within 72 hours or as appropriate; interprets Explanations of Benefits (EOBs) and responds to insurance companies' requests for information and/or denials; prepares and submits Medicare Appeals/assists with Medicare hearings on behalf of patients; appeals all outstanding ambulance bills in dispute.
 1. Ensures patient contact within 15 days from initial ambulance bill; may initiate small claims court action; submits creditor claims against estates.
 2. Ensures compliance with HIPAA and Red Flag requirements; knowledgeable in medical terminology, ICD-9&10, HCFA, and CPT4 codes.
 3. Responsible for ensuring internal and external audit compliance, including Medicare, Medicaid, all federally funded programs, HIPAA, etc.; prepares provider renewal applications with federally funded payers.
 4. Review narcotics logs each month and scan into server file for secure records retention.
4. In 2016 evaluate an EMS Billing Software program, or interface with current program, to integrate with Emergency Reporting system. Ideally this will transition data from the initial 9-1-1 call all the way through the billing system.
5. Liaison between Fire Chief and Human Resources for filing personnel documents such as physical exams, training certificates, and other HR related paperwork. Work with Human Resources to complete all new hiring paperwork in accordance with SCFD Policy #006. Update same policy as required.
 1. Coordinate, track and file all physical examinations for all career and volunteer staff on an annual basis.
 2. Maintain training files for administrative purposes. Work directly with the Training BC to document, file and update spread sheets for all training activities.
 3. Serves as liaison between Nevada PERS and fire district.

Mission Statement: Be Nice, Solve Problems and Serve Community

6. Monitor all revenue and expenses. Review all financial accounts on a quarterly basis to ensure adherence to the annual budget. Review findings with Fire Chief. Submit general ledger requests to Comptroller as needed.
 1. Manage purchase cards for all career staff including modification of expense limits during fire season.
 2. Complete all fire billings. Assign independent object codes and open deposit and expense accounts. Assure deposits are made to the appropriate accounts and funds by advising the Clerk's Office of said revenue and amounts being electronically deposited.
 3. Track, identify and deposit all special event billings and payments.
 4. Receive and voucher all invoices.
 5. Track and complete all fuel log billings as necessary.
7. Manage and maintain the Storey County Ambulance Subscription program, including maintaining records, managing subscriber database, mailing annual renewal notices, etc.
8. Work with various software; updates/modifies software as needed; researches and assists in resolution of billing related system problems.
 1. Administer Emergency Reporting software and perform updates as needed. Submit quarterly reporting to the Nevada State Fire Marshal – NFIRS Division and State EMS for NEMSIS reporting.
 2. Manage and maintain Fire Recovery program. Update and train line staff as needed. Ensure claims are submitted within 7 days of incident.
 3. Administer Avocation Software for EMS billing.
 4. Administer the website for all updates. This includes updating incident reports on a monthly basis, personnel updates, station updates, rolling stock updates and all other website information.
9. Assist in writing and administering grants.
10. Receive, process and file all Volunteer District applications.
11. Serve as back-up for county payroll processing in the absence of the Comptroller's Management Analyst.

Time Frame:

Continuous throughout the year.

Fire District Administrator Alicia Russell Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Battalion Chief Ron Adkins

Lead Seasonal – Rich Harvey

The lead seasonal will report directly to BC Adkins for guidance and approval regarding wildland fire program. However, this position will report through the established Incident Commander at emergency incidents.

Area of Responsibility: EMS Director and Wildland Fire Programs

Objectives:

1. Review your battalion's monthly fire reports for narrative, data fields and completion. Assure that all reports are completed in accordance to policy prior to leaving shift. All reports shall be critiqued and input provided back to the employee regarding changes made with recommendations for improving report writing.
2. Coordinate the intermittent fire fighter hiring, academy, PPE, uniforms, scheduling, exit interviews and all other areas as not identified here.
3. Serve as the District's EMS Director.
4. Review, update or amend all EMS Protocols as needed. Update and work with Captain Thomsen to issue annual testing on protocols. This shall be done annually in November.
5. Maintain and manage contract for Medical Director at all times.
6. Maintain hospital agreement at all times.
7. Work directly with State Health to address any pending issues.
8. Complete all annual Ambulance and Engine licensing with State Health – EMS Division. This shall include all first-out ambulances and structure engines.
9. Complete and assist personnel with initial Ambulance Attendants License process and thereafter all renewal processes.

Time Frame:

Specific timelines are identified in each item. If timelines are not identified than they will be required to be completed by December 31, 2015. Annual inspections and pre-plans will be conducted from January 1, 2015 through May 1, 2015.

Battalion Chief Ron Adkins Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Lead Seasonal Rich Harvey Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Battalion Chief Rob DuFresne

Area of Responsibility: Training Battalion Chief

Objectives:

1. Review your battalion's monthly fire reports for narrative, data fields and completion. Assure that all reports are completed in accordance to policy prior to leaving shift. All reports shall be critiqued and input provided back to the employee regarding changes made with recommendations for improving report writing.
2. Oversee all training aspects of the District. This includes working closely with BC Adkins for EMS Training and Wildland Training; Captain Thomsen for Hazardous Materials training; and, BC Nevin for all Volunteer training and all other persons coordinating training. Volunteer Cleveland has been assigned to the VFD training needs. Use his KSA's to assist in developing VFD training needs.
3. Provide continuing education for firefighters through the use of a Job Performance Task Book. These task books shall be a mix of didactic and practical exercises. Inclusive of iLearn computer based training program.
4. Coordinate continuing education for Driver Operator training. This shall be done at least quarterly.
5. Conduct multi-company drills. There will be a multi-company drill held every quarter and will be scheduled in a biennial format. Drills will rotate between day and night sessions. These drills shall be scheduled during weekends to assure maximum availability of volunteer and reserve staff.
6. Provide company officer training. This will be accomplished both in-house and through external training resources. A hard schedule will not be assigned to this topic and it will be solely at your discretion.
7. Review and approve all training requests as established by policy, CBA and guideline.
8. Develop all training and publish an annual training calendar. This shall be inclusive of all aspects of an all-risk response system.

Time Frame:

This process will be scheduled biennially. Training will be done monthly, quarterly, triennial and annual training requirements. At the end of the biennial requirements you will assure staff has met their training mandates.

Battalion Chief Robert DuFresne Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Battalion Chief Jeff Nevin:

Area of Responsibility: Technical Rescue Team and Volunteer Coordinator

Objectives:

1. Review your battalion's monthly fire reports for narrative, data fields and completion. Assure that all reports are completed in accordance to policy prior to leaving shift. All reports shall be critiqued and input provided back to the employee regarding changes made with recommendations for improving report writing.
2. Serve as the conduit for all volunteer stations in the fire district.
3. Attend all volunteer meetings, trainings and functions whenever on duty or whenever possible off duty.
4. Serve as the district representative to the membership committee of the volunteer fire district.
5. Assure that volunteers know that they are part of every dispatch (generally speaking) and that we encourage and expect them to respond to as many incidents as possible. When volunteers do respond, do not just "stage" them in quarters. Work with the Battalion Chiefs to use them to cover stations if they are not required at an incident. This provides them with driver operator training and makes them more comfortable when they are used on emergency incidents.
6. Work with FF/EMT II Jason Speltz to assure that all volunteers have either an F endorsement or CDL by the end of 2016.
7. Coordinate order and invoice all uniform apparel orders.
8. Coordinate all training for the volunteer fire district members.
9. Work with Central Lyon County Fire Protection to develop and oversee a Technical Rescue Team. This includes coordinating necessary training, assuring that members attend required sessions and development of standard operating guidelines amongst the two districts. This is somewhat ongoing and standard SOG's need to be established by July 1, 2015. The full team should be established and working together by the end of the calendar year of 2016.

Time Frame:

Continual and ongoing throughout each year. You will need to assure that chief and company officers are informed on volunteer training dates, meeting dates, etc.

Battalion Chief Jeff Nevin Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Captain Mike Streeter

Area of Responsibility: EMS Captain

Objectives:

1. Assist BC Adkins with coordinating, facilitation and administration of all EMS training. This includes, but is not limited to: EMT Basic Courses and CEU, Intermediate Life Support Courses and CEU, Paramedic CEU, a minimum of two CPR courses annually, ACLS, all specialized courses, EMS Jane CEU online educational opportunities. This will involve issuing educational opportunities each month, tracking progress and compliance.
2. Issue, account for and submit all EMS training sign-in sheets to Admin. Asst. Russell.
3. Serve as the Chair for all EMS Quality Assurance reviews. This will be done by formulating a workgroup of one person from each battalion to conduct peer reviews for all EMS incidents. You shall than review individual charts for quality assurance. At some point during each rotation, the respective Q/A group individual should contact each person completing charts. They will then discuss and review all EMS incidents, treatments provided and guidance to improve or remain current to assure that we are meeting the highest standard of care.
4. Attend all Medical Advisory Board Meetings through Carson Tahoe Regional Medical Center.
5. Oversee and update as needed the SCFD Infectious Disease Policy and Program.
6. Administer, oversee, track and account for all narcotics and logs.

Time Frame:

There are monthly, quarterly, annual and biennial tasks associated with this program. On a monthly basis all sign-in sheets shall be submitted to Admin. Asst. Russell. Annually, there shall be a minimum of two CPR course offered at both the North end of the County and the South end of the County. Ambulance Attendant recertification and EMT recertification shall be completed on a biennial schedule. There are also numerous daily activities associated with this AOR including getting new members licensed and certified on an as-needed basis. Each year, assure that all staff completes their annual protocol testing. During each rotation, complete Q/A for your peer review group members and assure that they are completing Q/A for all other staff.

Captain Mike Streeter Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Captain Victor Yohey

Area of Responsibility: Rolling Stock Management and Control.

Objectives:

1. Complete all mid-ship fire pump testing that have a rating of 500 GPM or higher (including water tenders). Document pump testing to be entered into Emergency Reporting software. You will also need to scan all copies of pump records into the FD-Public on the website and create folders for each apparatus. A separate copy of each pump test record shall be maintained in a binder within the Fire Chief's office. This shall be done by June 1st of each year.
2. Annual aerial ladder testing, to include scheduling, record-keeping and required repairs. A separate copy of the ladder testing and certificates shall be maintained in a binder within the Fire Chief's office. The past ten years of inspections shall be placed in this binder as well. This shall be completed by no later than March 31, 2016.
3. Preventive maintenance on all "rolling stock" apparatus. This will include scheduling, record-keeping and forecasting of needed repairs. In 2016 transition all maintenance requests, maintenance completion and all other records to Emergency Reporting software.
4. Assure that all equipment out of service, due for repairs and all maintenance that may be required is current within Emergency Reporting.
5. Process all apparatus maintenance requests through Emergency Reporting and account for the same.
6. Assure on a quarterly basis, that all hose compliments, as dictated in SOG, are accounted for and appropriate at each station.
7. Submit annual budget request for following fiscal year no later than February 1st of each year.

Time Frame:

Assure all annual preventative maintenance is completed for all first-out apparatus, as a minimum. This shall be an ongoing project and will vary with the season. Aerial Ladder testing shall be completed no later than February of each year. Pump testing shall be conducted between May 1st and May 31st of each year. All other time lines are identified within each item.

Captain Victor Yohey Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Captain Roy Thomsen

Area of Responsibility: Hazardous Materials

Objectives:

1. Manage all Hazardous Materials training and input directly into Emergency Reporting software. At a minimum this will include: Awareness, Operations, Technician and Team Member Training, all continuing education for the same, education and training on all monitoring devices throughout the agency and all other specialized training relating to hazardous materials such as terrorism. This information must also be provided directly to Admin. Asst. Russel to include in existing training spreadsheets.
2. Provide one annual operations training for all staff.
3. Serve as the Quad County Hazardous Materials Team (non-executive branch) Training Representative.
4. Update and prepare annual examination for SOG's, annual terrorism refresher testing, annual hazard communication refresher training, annual MCI trailer testing, annual foam trailer training and annual infectious disease training.
5. Assure that all annual testing is completed in the month of November each calendar year. All career staff shall take their SOG test, Protocol test, Haz Com Training and test, and Pool Pact training.
6. Inventory and maintain all hazardous materials monitors, suits, decontamination equipment and assure all are in good working order. This includes working closely with Central Lyon to do quarterly reviews.
7. Track and record all gas monitoring equipment calibration and verification checks within Emergency Reporting equipment maintenance section.
8. Track all initial and continuing education for Hazardous Materials Technicians and submit an annual recertification overview to the Fire Chief.
9. Update and prepare all IQS information for signatures by BC DuFresne and Fire Chief Hames by April of each year.
10. Complete all annual grants for the LEPC regarding SERC and UWS. The grant shall be assembled and submitted with concurrence of the Fire Chief.
11. *May* serve as the secondary support member to the respiratory program manager.
12. Coordinate, conduct and provide for funding through the LEPC for at least one annual full scale hazardous materials drill.

Time Frame:

Quarterly inventory of Squad #38 shall be completed. Inventory shall be in good working order and inspection reports shall be submitted quarterly to the Fire Chief. On a monthly basis calibrate/validate, or assign calibration/validation of all air monitoring equipment. Training shall be continual throughout the year. HM Technician recertification shall be submitted on an annual basis by no later than January 15th of the each year. All annual testing shall be issued in November of every year.

Captain Roy Thomsen Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Captain David Curtis

Area of Responsibility: Asset Management

Objectives:

1. Develop standard inventory of cleaning supplies to be maintained at each fire station. Maintain a cache of items to be distributed from the “warehouse” to each station.
2. Develop a system to receive orders and fill same with written accountability and general principles of inventory control being employed at all times. Tentatively, this may be completed by using the inventory section of Emergency Reporting software. This is still yet to be determined if it is capable of this function or not.
3. Develop standard inventory of medical supplies to be maintained at each fire station. Maintain a cache of items to be distributed from the “warehouse” to each station.
4. Receive orders and fill same with written accountability and general principles of inventory control being employed at all times.
5. Assure that there are not less than five (5) wildland hose packs at each station in reserve status to replenish apparatus post incident.
6. Assure that the appropriate quantity of hose is maintained at each station for compliance with ISO standards and specifications, which will require Captain Yohey to provide you with a list of required hose.
7. Control all fire related cache items located in the “warehouse”. Assure that expendable type items are kept on the shelf at all times. As needed, issue and replace items to both the user and warehouse. This may be tracked and monitored through Emergency Reporting software if it has that capability.
8. Control all PPE located in the “warehouse”. This includes accounting for all items, making recommendations on standard quantities to be kept in stock at all times. All PPE will be inventoried into the Emergency Reporting software inventory section.
9. Update and conduct an annual review of all volunteers and career staff PPE. This shall be 100% complete by the end of the third quarter of 2016 (September 30th).
10. Track all personnel inventory sheets and assure that they are always up-to-date regarding items that are Storey County property and have been issued to the staff member. These will be scanned and placed in the “library” section of Emergency Reporting software.
11. Assure that all staff working at FS #72 are proficient in how to issue, track and account for all PPE to members. This includes the process of printing out current inventory sheet and initialing when individuals turn in gear or are issued new gear.

Time Frame:

This will be a continual project that will be based on daily, weekly, monthly, quarterly and annual benchmarks as needed to assure a stringent inventory control system throughout the organization.

Captain Dave Curtis Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Captain Shane Dixon (FS #71):

Area of Responsibility: Standardization and Rolling Stock Inventory

- FF/PM Bryce Montoya (FS #72)
- FF/EMT II Ben Brown (FS #74)
- FF/PM Daniel St. Clair (FS #75)

Overview:

This program requires personnel to work directly with Captain Shane Dixon at each station to assure that monthly standardization is completed. The concept of this AOR is that counterparts to Shane will be assigned to work with him to complete this task. Captain Dixon will be the lead person to assure that this is completed monthly with each person listed reporting to him directly.

Area of Responsibility: Apparatus Monthly Standardization

Objectives:

1. Monthly standardization reviews shall be completed through the utilization of a detailed standardization booklet for each apparatus. There shall be a standardization book (inventory book) completed for every apparatus within the fire district. All of these booklets shall include pictures of equipment that is fixed to the interior of the apparatus and pictures of all four sides of the apparatus showing other fixed equipment such as warning lights, sirens, light bars, etc. All books shall be completed by June 1st of 2016.
2. A completed status shall be only after all of these standardization/inventory books have been uploaded for access to Emergency Reporting within the “library” section.
3. Monthly these books shall be reviewed for assurance that all loose equipment is present and accounted for. Standardization reviews will be completed on the closest C shift to the 6th of the following month.
4. Document ALL problems with inventory quantities, missing items or items being moved and forward a report to the Fire Chief for review on a monthly basis immediately following standardization reviews.

Time Frame:

Reports shall be issued to all personnel by the 6th day of the following month.

Captain Shane Dixon Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Bryce Montoya Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Daniel St. Clair Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Ben Brown Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Captain Auggie Arroyo (District 75/Overall Management)

FF/PM Scott Calvert (District 71)
FF/PM Brett Sanchez (District 72)
FF/PM Derek Giurlani (District 74)

Area of Responsibility: Hydrants and Below Ground Tanks

Overview:

Captain Arroyo shall be responsible for meeting all associated time lines and tasks as written below. In order to facilitate and assure this is completed, he will be assigned personnel in District #71 (FF/PM Scott Calvert), District #72 (FF/PM Brett Sanchez) and District #74 (FF/PM Derek Giurlani) who will be responsible for those areas under Captain Arroyo's direction.

Objectives:

1. On an annual basis work with Farr West Engineering to generate a water model spread sheet showing all flows for District 71 and 74. Add this information to Emergency Reporting software for annual flow testing.
2. One-hundred percent completion of annual flow-testing in District #75.
3. One-hundred percent completion of bi-annual hydrant maintenance for all districts. In May of each year all hydrants shall have a static pressure obtained and in TRIC a full flow test shall be completed. In October of each year, or more frequently as needed, hydrants shall be cleared, visually inspected and lubricated as needed.
4. Enter all hydrant maintenance information into Firehouse software on an annual basis.
5. Print out an annual report reflective of 100% completion for all hydrants throughout the entire County by the end of the calendar year.
6. Initial hydrant installation must be tracked, numbered, flow-tested and documented throughout the year.
7. Monitor, document and assure a state of readiness for all below ground water storage tanks. This shall include all caps, threads, piping, area around tanks weeded and maintained and vent tubes clear from obstructions. This shall be completed on a monthly basis and their status shall be documented into Firehouse.
8. Assure that all wells, well pumps, tanks, plumbing and signs are all in place. If they are not, you shall notify the Battalion Chief immediately and copy the notice to the Fire Chief.
9. Assure that all water tanks, which may be periodically out of service, are known to the BC's to be included in all morning reports.
10. Make budget recommendations no later than February of each year for additional tanks, required repairs and all other required budgeted items.
11. Coordinate annual pack test for red cards.

Time Frame:

Complete flow-testing for District #75 and static pressure test on all other hydrants from May 1st through May 31st (seasonal personnel may be used to accomplish this task). Complete district wide maintenance from October 1st through October 31st. Below ground water storage shall be completed on the 10th day of each month. Captain Arroyo will have overarching responsibility for inputting all test and maintenance records into Emergency Reporting by no later than October 31st of each calendar year.

Captain Auggie Arroyo Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

FF/PM Calvert Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

FF/PM Sanchez Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

FF/PM Giurlani Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Peter Fitch

Area of Responsibility: Statistics Analysis

Objectives:

1. Assure that all incidents are entered, all move-up assignment reports are complete and both RIMS (CAD) and Emergency Reporting match up.
2. Review computer-aided dispatch records, and compare to NFIRS every month, to assure that all reports are completed. This shall be completed by the 10th day of the following month.
3. When reports need to be completed, notify that staff members Captain of the relevant incident needing inputted into Emergency Reporting. Identify what the incident was and provide them with a copy of the incident report from the CAD to allow them immediate access for report entering.
4. Track specific information into a spread sheet each month and forward to the Fire Chief and others as identified. These will include, but not limited to:
 - a. Total transport time. This would be from time of alarm until back in quarters. That way we can gather data that is factual on the average transport time.
 - b. Time of call received to time of dispatch. This will assure that dispatch is meeting NFPA requirements of dispatching calls within one minute of being received. It will also provide a barometer to dispatch in how they are doing.
 - c. Time of dispatch to time on scene. This will obviously give us our response time average and highlight anything that is over eight (8) minutes.
 - d. Percentage of structural fires in which we met NFPA 1710 and NFPA 1720. This needs broken out by individual response district and as a total fire district.

Time Frame:

Every shift you will access Emergency Reporting and assure that all incidents are entered and accounted for. Write a monthly memorandum to the Fire Chief, as described above, detailing the status of report completion. Report overviews shall be issued to Captains, Battalion Chiefs, Administrative Assistants and the Fire Chief by the 10th day of the following month. Review all CAD and Emergency Reporting incidents to assure we are completing 100% of all incidents. This is a check and balance between what is in the CAD and what is in Emergency Reporting. This shall be done by the 10th day of each following month.

Firefighter/Paramedic Peter Fitch Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Justin Grimm (A Shift):

Area of Responsibility: Hose Testing

FF/EMT II Smith (B Shift)

FF/EMT II Harjes (C Shift)

Overview:

In order to facilitate this area of responsibility, FF/PM Grimm will be responsible for the overall management of the testing program, entering data into Emergency Reporting software and all other administrative functions of this area (such as assigning numbers to hose). He will be partnered with FF/EMT II Smith and FF/EMT II Harjes to assist him on the other two shifts. This will provide one person per shift that is responsible for assuring each shift completes their hose testing as assigned by FF/PM Grimm through FF/EMT II Smith and FF/EMT II Harjes.

Area of Responsibility: Hose-Testing

Objectives:

1. Assure each piece of hose is numbered by apparatus for all stations (including reserve hose compliment). This will be entered into the inventory section of Emergency Reporting software. Post annual testing this software shall be completed to indicate all relevant tests have been done and what date it was done.
2. Enter all hose-testing documentation, by hose number, for entire district, into Emergency Reporting software.
3. 100% completion of all hose-testing completed in the month of June of each year (exception of wildland hose).
4. Complete inventory of all hose in cache supply. This includes station caches and master cache at FS #72.
5. Oversee, repair and service hose by using hose coupling machine. When hose is damaged, it should be repaired when possible, to serve another need. For example: if 2.5" or 3" hose is damaged, it could be cut down and utilized for "Short Fill" lines on apparatus; or if 1.5" or 1.75" is damaged, it could be cut down and utilized on the first piece of hose on pre-connects, so that when it is pulled and needs to be extended, the operator has direct access to the hose at the pump panel.
6. Work with Fritz Klingler to order, assemble and deliver hose packs to all commercial buildings in District #75. Hose-test annually, all hose located at private commercial companies within District #75.

Time Frame:

This area shall be completed from June 1st through June 30th.

Firefighter/Paramedic Justin Grimm Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/EMT II Matt Smith Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/EMT II Zak Harjes Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Jerry McCullough:

Area of Responsibility: Communications

Objectives:

1. Meet with FF/PM Ben Brown to transition AOR to you. This includes taking control of all communication equipment inventory.
2. Learn how to program Bendix King handheld radios. This should include programming in the field, cloning with appropriate cable and master programming via laptop computer. In order to learn this you will need to be trained by a combination of Dave Ballard from Communications and Captain Dixon. If they are not able to teach you this skill, you can research how to do it on the internet. If all of that fails and you are still not able to learn this skill, you will be approved to meet with Sierra Electronics to learn this skill.
3. Account for all hand held radios that are owned by the fire district. This includes seasonal radios, full-time personnel radios and radios located in apparatus. These shall be inventoried by make, model, assigned to name and location. This information shall be input into Emergency Reporting by February of 2016. FF/PM Brown should have this information available for you to enter into Emergency Reporting. It will need to be validated prior to entering into the software.
4. Maintain one king handheld radio minimum in cache at all times that is programmed and ready to be issued. You are approved to remove three (3) of the four (4) king handhelds from the new Ferrara engines as needed for cache supply.
5. Learn how to program both Motorola brand mobile radios. This should include programming from a laptop and subsequent cloning. In order to learn this you will need to be trained by a combination of Dave Ballard from Communication and Sierra Electronics. You are approved to work with Sierra Electronics to teach you how to do this programming.
6. Assure there is at least one programmed Motorola 1550 in cache for emergency change out at all times.
7. Track all cooperator radio frequency changes and complete an annual update to all handheld and mobile radios in May of each year. This includes any cooperators additional frequencies, changes in air to ground frequencies and any other relevant internal changes. In order to complete this you will need a standard radio program that should be the same between mobile and handheld radios. The Fire Chief will work with you to update and review this standard program.
8. Learn how to program radio pagers. This includes understanding the difference in tones assigned to each district, staff tones and all-call tones. In order to learn this you will have to meet with Communications Director Dave Ballard. This is all done via laptop computer.
9. Document, track and control all radio pagers. This includes radio pagers located at fire stations, issued to volunteers and any pagers issued to career staff. These shall be inventoried by make, model, assigned to name and location (when applicable). This information shall be input into Emergency Reporting by July 1st, 2016. FF/PM Ben Brown should have this completed and you will need to verify and then enter into software.

Mission Statement: Be Nice, Solve Problems and Serve Community

- I0. Work with the Communications Director to program all required changes to pagers, handheld radios and mobile radios as needed.
- I1. Assure that there are always a minimum of one radio pager for each district (north and south), spare for station use if one breaks (1) and at least three (3) ready to be issued to new volunteers at any given time. This will require you to maintain six total pagers in inventory at all times.
- I2. Maintain spare batteries for pagers as may be appropriate.
- I3. Submit budget requests for mobile radios, handheld radios, pagers, batteries and repairs by February 1st of each calendar year.

Time Frame:

Handheld inventory entered into Emergency Reporting software inventory by February of 2016. Complete update of all radio programs in May of each year. Complete and enter all pager inventory by July 1st of 2016.

Firefighter/Paramedic Jerry McCullough Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Seasonal Dozer Operator Donny Snyder:

Area of Responsibility: Dozers

Objectives:

1. Assure all dozer platforms are fully operational at all times.
2. Complete all annual permits for wide-load and overweight loads. This should be done in Nevada, California, Oregon, Utah and Idaho.
3. Coordinate with seasonal dozer operator to complete all minor maintenance of dozers.
4. Work with seasonal dozer operator to schedule all annual maintenance of dozers.
5. Assure dozers are always in a state of readiness, clean, fueled, etc.
6. Update dozer SOG annually.
7. Continually upgrade the program through utilization of the federal surplus program.
8. Serve as mentors for District members wishing to become dozer operator qualified.
9. Enhance this program with safety, dedication, professionalism and ethics as the guiding factors.
10. Work with seasonal dozer operator to conduct an annual recertification course for dozer operators and heavy equipment bosses.

Time Frame:

Continual and ongoing. All permits shall be completed in March of each year.

Seasonal Dozer Operator Donny Snyder Signature _____ Date _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Chris Tillisch:

Area of Responsibility: Evacuation Barrels, Ground Ladders and Fire Extinguishers

Objectives:

1. Assure that the Fire District evacuation maps are inspected once per month. There shall be not less than fifty (50) packets assembled in each barrel. These packets shall include the evacuation plan, overview map and twenty (20) feet of candy-striped flagging. Also assure that the barrels are still water tight, painted and labeled.
2. Exercise, inspect and maintain all ground ladders. This shall be completed in May and November of each year. This shall include checking all heat sensors as required by manufacturer, halyards, rungs, rails, fly sections, dogs and lubrication of all moving parts. A report shall be generated for each ladder and filed in the Fire Chief's Office.
3. Assure that on a monthly basis that all fire extinguishers checked. This includes all NFPA standards for monthly inspections. Each extinguisher shall be dated and initialed by the inspector. Assure all fire extinguishers are inspected and tagged as such annually.
4. Continue to provide technical specialist hazardous material reviews to the Fire Chief and Fire Marshal as requested.

Time Frame:

May and November shall be all ground ladders. Evacuation barrels and extinguishers shall be inspected by the 15th day of each month.

A report indicating that all ground ladders have been maintained shall be issued to the Fire Chief by no later than June 15th and December 15th. Evacuation barrels and fire extinguishers will be checked by the last day of the month. Annual extinguisher testing will be conducted in July of each year.

Firefighter/Paramedic Chris Tillisch Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Patrick Coyle (South District and Administrator):

FF/PM Paul Keckley (North Districts)

Area of Responsibility: Hand Tools, Chainsaws, Extrication Tools and Small Engines

Objectives:

1. As needed, maintain all fire hand tools on a biennial basis. Inspections shall be done in April and September of each year. During inspection maintenance shall be completed as well. Including, but not limited to, sanding the handles, apply linseed oil to handles, sand metal parts (as needed), paint metal parts, label each tool by apparatus, check all wedges (as required) and sharpen all tools.
2. A complete inventory of all chainsaws shall be developed by March of 2016. This inventory shall include saw make, saw model, location bar size. This information shall then be input into the inventory section of Emergency Reporting software for accountability, tracking purposes and maintenance record keeping. This list shall include all fuels crew chainsaws, cache chainsaws and apparatus chainsaws.
3. Assure that all apparatus have a chainsaw repair kit. At a minimum, this will include an extra chain, saw tool, spark plug and file specific to that chainsaw.
4. A complete inventory of all extrication tools shall be developed by March of 2016. This inventory shall include type of equipment (spreader, cutter, chain, etc.), make of tool, and model of tool, location and function. This information shall then be input into the inventory section of Emergency Reporting software for accountability, tracking purposes and maintenance record keeping. This inventory shall include all equipment from all apparatus. Annually all extrication equipment shall be service by contacting and scheduling with the appropriate vendor. This shall be complete in April of each year.
5. Small engines shall include generators and float-a-pumps. A complete inventory of this equipment shall be developed by March of 2016. This inventory shall include type of equipment, make of equipment, and model of equipment, location and function. During this inventory there shall be at least one spare spark plug affixed to the motor. This information shall then be input into the inventory section of Emergency Reporting Software for accountability, tracking purposes and maintenance record keeping.

Time Frame:

Hand tools inspected and maintained in April and September of each year. Chainsaw inventory completed by March of 2016. Input of chainsaws into Emergency Reporting by the end of April 2016. Inventory of all extrication tools and ancillary equipment (cribbing, stabilization devices, extrication blankets, etc.) completed by March of 2016. Input of extrication equipment into Emergency Reporting by the end of April 2016. All extrication equipment shall be service in April of each year. Small engines inventory completed by March of 2016. Entered into Emergency Reporting by April of 2016.

Firefighter/Paramedic Patrick Coyle Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Paul Keckley Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Ryan Brandon:

Seasonal Dozer Operator – Donny Snyder

Area of Responsibility: Dozer Transports and Trailers

Objectives:

1. Assure all dozer transports and trailers are fully operational at all times.
2. Work with seasonal dozer operator to schedule all maintenance and repairs for transports and trailers.
3. Work with seasonal dozer operator to complete all minor maintenance of transports and trailers.
4. Assure all insurance and registration is maintained in each transport.
5. Participate in the annual dozer academy curriculum development.
6. Serve as mentors for District members wishing to become dozer operator qualified.
7. Maintain communication kit and out-of-county bags in each dozer transport.
8. Track and maintain all repairs within Emergency Reporting software for transports and trailers.
9. Work as a team to develop a standardized training curriculum.
10. Enhance this program with safety, dedication, professionalism and ethics as the guiding factors.

Time Frame:

Continuous throughout the year.

Firefighter/Paramedic Ryan Brandon Signature _____ Date _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Seasonal Dozer Operator Donny Snyder Signature _____ Date _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/EMT II Jason Speltz

Area of Responsibility: Driver Training

Objectives:

1. Maintain certification as a CDL Instructor.
2. Complete training for F Endorsement instructor.
3. Work with all staff to strive for 100% membership to have a CDL or F-Endorsement on a continual basis.
4. Maintain and improve driving courses at FS #75 and testing routes.
5. Facilitate the transition of respiratory to McCullough.
6. Find, attend and become certified for Code III driving. Deliver bi-annual Code III driving to all district personnel.
7. Find, attend and become certified and/or qualified to teach all pump and aerial operations to personnel. Provide bi-annual refresher training to all personnel on aerial and pump operations.
8. Maintain all training records for all personnel in regards to driving and operating.

Time Frame:

Testing shall be completed as on ongoing time line and as needed.

Firefighter/EMT II Jason Speltz Signature _____ Date _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/EMT Alex Uschyk

Area of Responsibility: Respiratory Program

Objectives:

1. Inventory all members SCBA Masks and account for each by utilizing an electronic software program, such as MS Word or Excel. This shall be verified and updated annually, during fit-testing procedures. This list shall be maintained under "SCBA" within the FD-Public records on the server.
2. Conduct, certify and record annual fit-testing for all fire District operational personnel. This information will be documented to the "Fit-Testing Form" and maintained in each individual's training file at FS #71. This shall be done in February of each year.
3. Provide an annual list of recommendations for the respiratory program equipment needs. This may include all aspects of the respiratory program, but shall include all required budget impacted items such as: replacement of cylinders, how many cylinders will require hydrostatic testing, including a cost estimate for budgeting, annual SCBA compressor inspection and maintenance and all other hard costs to be included the budget. This shall be submitted to the Fire Chief during budget preparation and in no case later than February 1st of each year. This will enable us to contract out all required SCBA flow tests. Assure that all bench test records are transferred to our Posi-check bench tester. Also, maintain hard copy records in each SCBA binder located in each apparatus that houses SCBA units. A master hard copy record shall also be maintained on the FD-Public server.
4. Schedule and assure that all SCBA compressors are serviced every other year, being completed in odd years. This includes the units at FS #71, FS #72, FS #73 and FS #74. Maintain test results, maintenance reports and invoicing in master SCBA document located at FS #71. This shall be completed in January of each year.
5. Assure all cylinders (including oxygen) are within current hydrostatic testing requirements. Create and oversee a document that reflects all cylinders by date of manufacture, last hydrostatic test date, life expectancy, year required to replace cylinder (when applicable) and next hydro-test due date. This document shall be located for members to access on FD-Public on the server.
6. Review and update the Respiratory Protection program policy and procedure as needed. This shall be completed in October of each year.
7. While updating the Respiratory Protection program review NFPA Standards for compliance, OSHA Law for compliance and Scott standards and recommendations for compliance. This shall be completed in October of each year.

Time Frame:

All SCBA flow-tests shall be completed in the month of August of each year (or as reasonable from vendor). Fit- testing and hydro-testing shall be completed in the month of September each year. A budget submittal shall be submitted by no later than February 1st of each year. All new members shall be fit-tested upon hiring or acceptance into Volunteer Fire District membership. This fit-testing shall be done in February of each year with your guidance and direction to the other battalions. Respiratory plan update/review will be done in October of each year.

Firefighter/EMT Alex Uschyk Signature _____ Date

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/EMT II Nick Revelle:

Firefighter/EMT II Scott Rudnick (assist Revelle as needed)

Area of Responsibility: Residential Courtesy Inspections

Objectives:

1. Direct, oversee and administratively facilitate all Residential Courtesy Inspections. There will be 100% completion for District #72, Districts #73 and #76. Most importantly, work with the seasonal staff to make sure that they complete the inspections required for that year, during the summer months.
2. Data entry and management of all Residential Courtesy Inspection into Emergency Reporting software.
3. District #73 will be your direct responsibility for completion. You may obtain assistance by using the seasonal staff, but you will have the primary responsibility for completion.
4. Provide gathered information from Residential Courtesy Inspection for homes that have medical issues, non-ambulatory patients or other medical needs. This information shall be provided to Communications Director Dave Ballard for entry in the CAD system.

Time Frame:

Direct, oversee and manage the seasonal crews to participate in our Residential Courtesy Inspection during the summer months. Primarily during the winter months you will be entering, or facilitating entry, the information that was gathered by the seasonal employees. All residential inspection reports shall be entered by December 1st of each year. A progress annual report shall be prepared and distributed to Captains, Battalion Chiefs, Divisions Chiefs and the Fire Chief by no later than December 15th.

Firefighter/EMT II Nick Revelle Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/EMT II Scott Rudnick Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Phillip Glenn and Dillon Lowe:

Area of Responsibility: Commercial Pre-Plans

Objectives:

1. Work with Administration to access the new software module for occupancy information within Emergency Reporting.
2. First Quarter of 2016 work with Fire Marshal to determine process for entering facility pre-plans in Emergency Reporting.
3. Second Quarter of 2016 begin entering existing hard copy pre-plans from existing books; as defined by the Fire Marshal.
4. Third Quarter of 2016 complete data entry from first quarter and assemble list of facilities that are not in the system.
5. Fourth Quarter of 2016 enter all facilities that do not have a pre-plan completed. These will be done by you two, Fire Marshal and Administrative Assistant to the Fire Marshal.

Time Frame:

January of 2016 gain administrative access to Emergency Reporting. Quarter one develop data entry process and define existing fields. Quarter two enter existing facilities. Quarter three complete pre-plans that are not done already. Quarter four enter newly completed pre plans into software program.

Firefighter/Paramedic Dillon Lowe Signature _____ Date _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Phillip Glenn Signature _____ Date _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Matt Dixon:

Area of Responsibility: May Day Operations, Accountability and RIC

Objectives:

1. Review May Day Operations prior to drill and training in the first quarter and make recommended updates/changes to the Fire Chief for implementation. This shall be completed no later than April 1 of each year.
2. Complete May Day Operations drill and training for each battalion in the first quarter of each calendar year. Document and forward to BC DuFresne.
3. Review Accountability Guidelines prior to drill and training in the second quarter and make recommended updates/changes to the Fire Chief for implementation.
4. Complete Accountability drill and training for each battalion in the second quarter of each calendar year. Document and forward to BC DuFresne.
5. Review RIC Operations prior the drill and training in the third quarter and make recommended updates/changes to the Fire Chief for implementation.
6. Complete RIC Operations drill and training for each battalion in the third quarter of each calendar year. Document and forward to BC DuFresne.

Time Frame:

First quarter ending April 1 have completed all Mayday training. Second quarter ending July 1 have completed all Accountability training. Third quarter ending October 1 have completed all RIC training.

Firefighter/Paramedic Matt Dixon Signature _____ Date _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/EMT II Dennis Morin:

Area of Responsibility: Map Book Updates

Objectives:

1. Completely update each district map on a quarterly basis. As Follows:
Quarter 1 (Jan-Mar) District 71
Quarter 2 (Apr-Jun) District 72
Quarter 3 (Jul-Sep) District 73
Quarter 4 (Oct-Dec) District 74, 75 and 76
2. Arrange for work assignments to be rotated for the necessary district update and arrange for station changes as needed with your corresponding team member to complete the objective.
3. Drive each street in each district and either add new homes or delete homes that are no longer there. This shall include notes such as address markers missing, street signs missing and any other pertinent response issues that may cause a delay in an emergency situation.

Time Frame:

Complete each district update on a quarterly rotation system as described above and issue a memorandum identifying completion to the Battalion Chiefs and Fire Chief.

Firefighter/EMT II Dennis Morin Signature _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Fire Marshal Fritz Klingler:

Firefighter/Paramedic: Erik Sesma

Area of Responsibility:

Plan Review, New Business License and New Company Liaison

Objectives:

1. Open and close fire restrictions and open burning. This involves working directly with Federal, State and Local partners to assure standard and consistent public information.
2. Meet with all new companies wishing to build in the District/County. This includes all confidential meetings and providing potential customers with the fire district process to build in the district.
3. Conduct all Community Fire Prevention Courses. This will involve working with the County, School District, Emergency Management and citizens.
4. Inspections of new construction projects during construction, post construction and certificate of occupancy.
5. Submit all new businesses that may house significant hazardous materials, use hazardous materials in production or warehouse hazardous materials to Captain Thomsen and/or FF/PM Chris Tillisch for Quad County Hazardous Materials Team response appropriateness.
6. Work with companies to submit annual hazardous materials permits and renewals to the state of Nevada as required by NRS.
7. Manage the districts Interlocal agreement with the State Fire Marshal's Office. Assure that we are always in compliance with said document and recommend changes, amendments or updates when necessary and prudent.
8. Work with fire protection engineers, civil engineers or contractors to develop fire district response plans to newly constructed facilities or change of occupancy facilities.
9. Serve as a representative to the Highlands Fire Safe Council. Patty may serve as a backup to this group, but one of you two will attend all meetings.
10. Make recommendations to the Fire District Board of Commissioners for all new code adoptions. This will be done in accordance with our Interlocal agreement with the Fire Marshal's Office, District Attorney and Building District.
11. Address all neighborhood disputes regarding fuels and fuel reduction (complaints from one neighbor about another – non nuisance complaints/fire code issues).

12. Work directly with the County Nuisance Officer to address any potential fire hazard nuisance complaints.
13. Complete all plan reviews submitted within two weeks of submittal.
14. Conduct all tenant improvement inspections and plan reviews.
15. Issues civil citations or fines in accordance to the Storey County Code, International Fire Code, Wildland Urban Interface Code or any other relevant code. This shall be done only after consultation with the Fire Chief.
16. Residential plan reviews for wildland urban interface.
17. Complete all new business license inspections.
18. Work directly with Nick Revelle to learn and input all existing and new construction commercial pre-plans. This will be completed through the use of Emergency Reporting software.
19. By July 1st utilize Emergency Reporting for all inspections and pre-plans.

Time Frame:

Each task has a separate and distinct time frame listed above.

Shared and Additional Responsibilities of Fritz Klingler and Patty Blakely

- Assures that all fire protection systems are reviewed, tested and approved
- Tracks all new business license submittals
- New business license inspections
- Juvenile Fire Setter Program
- Commercial Pre-Plan
- Community Public Education (Fire prevention at the numerous events throughout the year)
- Water modeling interaction with GIS for fire flows from water systems
- Modernizing inspections permits, fire permits and other paperwork systems to be more user friendly to our customers

Fire Marshal Fritz Klingler _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Firefighter/Paramedic Sesma _____ **Date** _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Administrative Specialist/Fire Prevention Patty Blakely:

Area of Responsibility:

Administrative Specialist for Fire Prevention and Annual Inspections.

Objectives:

1. Complete all annual existing business licensed and non-profit building inspections. This includes, but is not limited to, the initial inspection, follow-up inspection and tracking of all inspections to scanned electronic files. Issue customer comment cards upon completion of all annual business inspection to each responsible party.
2. Track all revenue from projects within the TRIC footprint. These revenues will be put into a spread sheet and provided to the outside TRIC auditor as requested.
3. Track, account for and seek reimbursement for all fire prevention grants, fuel reduction grants or any other grant as it may relate to fire prevention.
 - a. Manage, schedule and account for all of the You-Call-We-Haul trailers. This will include all inspections when the trailer is delivered/picked up, volunteer hours by the customer and grant tracking when applicable.
 - b. Track all community hours for fuel reductions. This may be associated with the You-Call-We-Haul program as well as any residential fuel reductions that our staff completes at any residence throughout the district.
4. Issues all permits for civil (water supply), building construction and fire protection systems. This will involve working closely with Fritz Klingler to assure that he knows the permit has been issued.
5. Issues all permits for blasting. Including notification to staff of when permits are issued; assuring that a copy of their license is attached to the permit; and, that the appropriate level of insurance is carried by the contractor. This should include making sure that the customer has the district and county are listed on their insurance policy.
6. Renew and issues all new NFPA standards to all staff as changes occur. This will be done on an as requested basis. It will include assuring that the district membership costs are budgeted and that all other membership costs are invoiced/paid as necessary.
7. Conduct at least annual School District Fire Prevention Courses in October. Ideally, as time permits, I would also like you to attend any fire drills that they conduct. When you have time, you should also invite the on duty staff to attend as well.
8. Work with FF/EMT II Revelle to administer, track and input all 30' clearance inspection programs with seasonal and full-time personnel.
9. Receive all consortium funds and account for same.
10. Complete all billings for hourly plan reviews and account for same.

Time Frame:

Each task has a separate and distinct time frame listed above.

Shared and Additional Responsibilities of Fritz Klingler and Patty Blakely

- Assures that all fire protection systems are reviewed, tested and approved
- Tracks all new business license submittals
- New business license inspections
- Juvenile Fire Setter Program
- Commercial Pre-Plan
- Community Public Education (Fire prevention at the numerous events throughout the year)
- Implementation of a district wide hazardous materials tracking program inclusive of permits in accordance to county code
- Modernizing inspections permits, fire permits and other paperwork systems to be more user friendly to our customers.
- Track and account for all burn permits. Update dispatch daily during burn season.

Fire Prevention/Admin Specialist Patty Blakely _____ Date _____

By signing this document I am acknowledging this responsibility, understand the requirements and agree to complete all areas of this program.

Intermittent Staff Annual Work Plan:

Area of Responsibility: Wildland Fire Fuel Reduction and All-Risk Response

District 71 Objectives:

1. Continual CEU training.
2. Hydrant maintenance in district 71.
3. Improve fire break on west side of VC. (A St to open pit.)
4. Fire line improvement above 7-mile canyon.
5. Fuel removal between dozer line and homes on West side of community.
6. Hose testing with full time staff.
7. Dead tree removal and chipping on site.
8. Residential clearing as requested for elderly or handicapped homeowners.
9. Deliver "You Call We Haul" trailers and program.
10. Work with Public Works for street shoulder fuel reductions.
11. Physical Training, (workouts will be before 1000 hours and after 1900 hours.)
12. Dozer boss trainees can work with the dozer during project work for task book completion.

District 72 Objectives:

1. Maintain the "You Call We Haul" program deliver and pick up of trailers to and from residence.
2. Maintain brush pile by means of chipping and piling.
3. Maintain all underground storage tanks, keep tanks full, grease all fittings, weed and rake around each tank.
4. 30' clearance inspections of 100% of the Highlands district.
5. Help the full time staff with hose testing as needed.
6. Dead tree removal (if possible during the summer months.)
7. Physical Training, (workouts will be before 1000 hours and after 1900 hours.)
8. Maintain good housekeeping and station grounds. (Any improvements or clean up around the grounds weeds, garbage, etc.)
9. Residential clearances to elderly or handicapped homeowners.
10. Aid in vehicle movements during pump testing.
11. Dozer boss trainees can work with the dozer during project work for task book completion.
12. Training; Wildland, structure or EMS. (Coordinated through supervisor.)

District 73 Objectives:

1. 30' clearance inspections in the community of Mark Twain 100% complete.
2. Help the full time staff with hose testing as needed.
3. Training; Wildland, Structure or EMS. (Coordinated through supervisor.)
4. Physical Training, (workouts will be before 1000 hours and after 1900 hours.)
5. Aid in vehicle movements during pump testing.
6. Residential clearances in the Mark Twain community.
7. Maintain brush pile by means of chipping and piling.
8. Maintain the "You Call We Haul" program with the delivery and pick up of trailers to and from residence.

District 74, 75 & 76 Objectives:

1. 30' clearance inspections in the community of Painted Rock 100% complete.
2. Help the full time staff with hose testing as needed.
3. Hydrant maintenance in district 75 and 74.
4. Physical Training, (workouts will be before 1000 hours and after 1900 hours.)
5. Residential clearances to the elderly or handicapped homeowners in the painted rock community.

2016 Special Response Teams and Committees

Hazardous Materials Quad County Team Members:

Captain Roy Thomsen
Captain Auggie Arroyo
Captain Shane Dixon
FF/PM Chris Tillisch
FF/PM Justin Grimm
FF/EMT II Matt Smith

Technical Rescue Team Members:

FF/PM Ben Brown
FF/PM Derek Giurlani
FF/PM Bret Sanchez
FF/EMT II Nick Revelle
FF/EMT II Matt Smith
FF/EMT II Dennis Morin

EMS Protocol Committee Members:

Captain Mike Streeter, Chair
FF/EMT II Nick Revelle
FF/PM Justin Grimm
FF/EMT II Dennis Morin
FF/PM Patrick Coyle
FF/PM Peter Fitch
FF/PM Matt Dixon
FF/PM Ben Brown

Narcotic Policy Committee Members:

Captain Roy Thomsen, Chair
Captain Auggie Arroyo
FF/PM Bryce Montoya
FF/EMT II Nick Revelle

Safety Committee Members:

Captain Mike Streeter, Chair
FF/PM Justin Grimm
FF/PM Peter Fitch
Fire Chief Gary Hames
Battalion Chief Jeff Nevin (Alternate)

Staffing Software Committee Members:

Gary Hames
Jeff Nevin
Roy Thomsen

Monthly Overview of AOR Completion Status

January 15 report due for HM Tech's annual CEU's from Roy
January 1 is deadline for entering all new pre-plans
Jan 1 is deadline for completing District 74, 75 and 76 map book updates
Jan 1 deadline for squad 38 inventory
10th day of each month is deadline for below ground checks
10th day of each month is deadline for statistic submittals
6th day of each month is deadline for standardization completion
Last day of each month is deadline for evacuation barrel inspections

February 1st annual budget items submitted
February 1 is deadline for breathing air compressors to be service in odd years
10th day of each month is deadline for below ground checks
10th day of each month is deadline for statistic submittals
6th day of each month is deadline for standardization completion
Last day of each month is deadline for evacuation barrel inspections

March 1 is deadline for fit testing
March 1 deadline for Annual Ladder Testing
March 1 is deadline for handheld radio inventory and input into software
10th day of each month is deadline for below ground checks
10th day of each month is deadline for statistic submittals
6th day of each month is deadline for standardization completion
Last day of each month is deadline for evacuation barrel inspections

April 1 is deadline for completing District 7I map book update
April 1 deadline for all dozer permits (wide load and overweight)
April 1 is deadline for chainsaw inventory and input
April 1 is deadline for extrication equipment inventory and input
April 1 is deadline for small engine inventory and input
April 1 deadline for developing pre-plan data, format and training on ER entry
April 1 is deadline for completing all mayday operations training
April 1 is deadline for S38 inventory
10th day of each month is deadline for below ground checks
10th day of each month is deadline for statistic submittals
6th day of each month is deadline for standardization completion
Last day of each month is deadline for evacuation barrel inspections

May 1st is deadline for IQS cards to be issued
May 1 is deadline for hand tool maintenance/inspection
10th day of each month is deadline for below ground checks
10th day of each month is deadline for statistic submittals
6th day of each month is deadline for standardization completion
Last day of each month is deadline for evacuation barrel inspections

June 1 is deadline for ground ladder maintenance

Mission Statement: Be Nice, Solve Problems and Serve Community

June 1 deadline for Pump Testing

June 1 deadline for flow test in 75 and static pressure test all other areas

June 1 is deadline for annual radio reprogramming

10th day of each month is deadline for below ground checks

10th day of each month is deadline for statistic submittals

6th day of each month is deadline for standardization completion

Last day of each month is deadline for evacuation barrel inspections

July 1 is deadline for completing District 72 map book update

July 1 is deadline for S38 inventory

July 1 is deadline for hose testing

July 1 is deadline for all standardization books being completed and loaded to library of ER

July 1 deadline for entering existing hard copy pre-plans into ER

July 1 is deadline for completing accountability training

10th day of each month is deadline for below ground checks

10th day of each month is deadline for statistic submittals

6th day of each month is deadline for standardization completion

Last day of each month is deadline for evacuation barrel inspections

August 1 is deadline for extinguisher maintenance

August 1 is deadline for pager inventory

10th day of each month is deadline for below ground checks

10th day of each month is deadline for statistic submittals

6th day of each month is deadline for standardization completion

Last day of each month is deadline for evacuation barrel inspections

September 1 is deadline for SCBA annual tests

10th day of each month is deadline for below ground checks

10th day of each month is deadline for statistic submittals

6th day of each month is deadline for standardization completion

Last day of each month is deadline for evacuation barrel inspections

October 1 is deadline for identifying and completing pre-plans that are not done

Oct 1 is deadline for completing RIC training

October 1 is deadline for completing District 73 map book update

Oct 1 is deadline for S38 inventory

October 1 is deadline for hand tool maintenance/inspection

October 1 deadline for PPE annual inventory

10th day of each month is deadline for below ground checks

10th day of each month is deadline for statistic submittals

6th day of each month is deadline for standardization completion

Last day of each month is deadline for evacuation barrel inspections

November is all annual testing done

November 1 is deadline for hydrant maintenance and input

November 1 is deadline for review of Respiratory Program

10th day of each month is deadline for below ground checks

Mission Statement: Be Nice, Solve Problems and Serve Community

10th day of each month is deadline for statistic submittals
6th day of each month is deadline for standardization completion
Last day of each month is deadline for evacuation barrel inspections

December 1 is deadline for residential courtesy inspection inputs to ER
December 1 is deadline for ground ladder maintenance
10th day of each month is deadline for below ground checks
10th day of each month is deadline for statistic submittals
6th day of each month is deadline for standardization completion
Last day of each month is deadline for evacuation barrel inspections

Jan 1 is deadline for S38 inventory
Jan 1 is deadline for D74, 75 and 76 map book updates
10th day of each month is deadline for below ground checks
10th day of each month is deadline for statistic submittals
6th day of each month is deadline for standardization completion
Last day of each month is deadline for evacuation barrel inspections

2016 District Goals

- Goal #1: Remain fiscally responsible and continually watch revenues to expenditures.
- Goal #2: Receive and place in service R-74
- Goal #3: Receive and place in service T-75
- Goal #4: Install final auto load in R-74
- Goal #5: Landscape FS #72
- Goal #6: Focus heavily on core principles of fire suppression.
- Goal #7: Deliver at least quarterly (4) community-based CPR programs in the calendar year.
- Goal #8: Conduct one annual hazardous materials quad county drill
- Goal #9: Paint Interior and Exterior of FS #71 and FS #171
- Goal #10: Submit AFG Grant for breathing air compressor, new SAFER personnel PPE and SCBA's for T-75
- Goal #11: Obtain another fuels grant for fuels work district wide in winter of 2016.
- Goal #12: Solidify Storey/Central Lyon Technical Rescue Team.
- Goal #13: Purchase, train and implement new Emergency Reporting software program.
- Goal #14: Purchase, build, program and implement staffing software program.
- Goal #15: Beginning updating 2010-15 Strategic Plan.
- Goal #16: Begin developing a draft of Standards of Cover.
- Goal #17: Evaluate possible ISO reduction district wide and potential of same.

January 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1	2 FF-Safety	
3 FF-Safety	4 FF-Safety VFD Training	5 FF-Safety	6 FF-Safety	7 FF-Safety S-215 Fire Operations in the WUI	8 iLearnfire Airway Management S-215 Fire Operations in the WUI	9 iLearnfire Airway Management S-215 Fire Operations in the WUI	
10 iLearnfire Airway Management	11 iLearnfire Airway Management	12 iLearnfire Airway Management	13 iLearnfire Airway Management	14 ECPE #1 Single Engine Initial Attack	15 ECPE #1 Single Engine Initial Attack	16 ECPE #1 Single Engine Initial Attack	
17 ECPE #1 Single Engine Initial Attack	18 ECPE #1 Single Engine Initial Attack	19 ECPE #1 Single Engine Initial Attack	20 Live Burn at Station #75	21 Live Burn at Station #75	22 Live Burn at Station #75	23 Live Burn at Station #75	
24 Live Burn at Station #75	31 FF Close Calls D/O JPR #1 Ambulance Operations	25 Live Burn at Station #75	26 FF Close Calls D/O JPR #1 Ambulance Operations	27 FF Close Calls D/O JPR #1 Ambulance Operations	28 FF Close Calls D/O JPR #1 Ambulance Operations	29 FF Close Calls D/O JPR #1 Ambulance Operations	30 FF Close Calls D/O JPR #1 Ambulance Operations

February 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Fire Behavior	2 Fire Behavior	3 Fire Behavior	4 Fire Behavior	5 Fire Behavior	6 Fire Behavior
7 iLearnfire Sager Splint	8 iLearnfire Sager Splint	9 iLearnfire Sager Splint	10 iLearnfire Sager Splint	11 iLearnfire Sager Splint	12 iLearnfire Sager Splint	13 ECPE #2 Portable Master
14 ECPE #2 Portable Master Streams	15 ECPE #2 Portable Master Streams	16 ECPE #2 Portable Master Streams	17 ECPE #2 Portable Master Streams	18 ECPE #2 Portable Master Streams	19 Live Burn at Station #75	20 Live Burn at Station #75
21 Live Burn at Station #75	22 Live Burn at Station #75	23 Live Burn at Station #75	24 Live Burn at Station #75	25 FF Close Calls Water Tender	26 FF Close Calls Water Tender	27 FF Close Calls Water Tender
28 FF Close Calls Water Tender	29 FF Close Calls Water Tender					

March 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 FF Close Calls Water Tender Operations	2 Alley Pulls Mayday Drills	3 Alley Pulls Mayday Drills	4 Alley Pulls Mayday Drills	5 Alley Pulls Mayday Drills
6 Alley Pulls Mayday Drills	7 Alley Pulls Mayday Drills VFD Training	8 Live Burn at station #75	9 Live Burn at station #75	10 Live Burn at station #75	11 Live Burn at station #75	12 Live Burn at station #75
13 Live Burn at station #75	14 Ilearnfire Pt. Packaging	15 Ilearnfire Pt. Packaging	16 Ilearnfire Pt. Packaging	17 Ilearnfire Pt. Packaging	18 Ilearnfire Pt. Packaging	19 Ilearnfire Pt. Packaging
20 ECPE #3A Wyed Handline Ops	21 ECPE #3A Wyed Handline Ops	22 ECPE #3A Wyed Handline Ops	23 ECPE #3A Wyed Handline Ops	24 ECPE #3A Wyed Handline Ops	25 ECPE #3A Wyed Handline Ops	26 FF Close Calls
27 FF Close Calls	28 FF Close Calls	29 FF Close Calls	30 FF Close Calls	31 FF Close Calls		

April 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FF PPE	2 FF PPE
3 FF PPE	4 FF PPE VFD Training	5 FF PPE	6 FF PPE	7 iLearnfire Burn Pts Rule of 9s	8 iLearnfire Burn Pts Rule of 9s	9 iLearnfire Burn Pts Rule of 9s
10 iLearnfire Burn Pts Rule of 9s	11 iLearnfire Burn Pts Rule of 9s	12 iLearnfire Burn Pts Rule of 9s	13 ECPE #4A Handline & Drafting Ops	14 ECPE #4A Handline & Drafting Ops	15 ECPE #4A Handline & Drafting Ops	16 ECPE #4A Handline & Drafting Ops
17 ECPE #4A Handline & Drafting Ops	18 ECPE #4A Handline & Drafting Ops	19 Live Burn At Station # 75	20 Live Burn At Station # 75	21 Live Burn At Station # 75	22 Live Burn At Station # 75	23 Live Burn At Station # 75
24 Live Burn At Station # 75	25 FF Close Calls D/O JPR #2Single Engine Portable Master Stream	26 FF Close Calls D/O JPR #2Single Engine Portable Master Stream	27 FF Close Calls D/O JPR #2Single Engine Portable Master Stream	28 FF Close Calls D/O JPR #2Single Engine Portable Master Stream	29 FF Close Calls D/O JPR #2Single Engine Portable Master Stream	30 FF Close Calls D/O JPR #2Single Engine Portable Master Stream

May 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 RT-130 Trunk line Deployment and Handline Construction	2 RT-130 Trunk line Deployment and Handline Construction VFD Training	3 RT-130 Trunk line Deployment and Handline Construction	4 RT-130 Trunk line Deployment and Handline Construction	5 RT-130 Trunk line Deployment and Handline Construction	6 RT-130 Trunk line Deployment and Handline Construction	7 iLearnfire Mega-Code Scenario
8 iLearnfire Mega-Code Scenario	9 iLearnfire Mega-Code Scenario	10 iLearnfire Mega-Code Scenario	11 iLearnfire Mega-Code Scenario	12 iLearnfire Mega-Code Scenario	13 ECPE #5 Ground Ladder Ops	14 ECPE #5 Ground Ladder Ops
15 ECPE #5 Ground Ladder Ops	16 ECPE #5 Ground Ladder Ops	17 ECPE #5 Ground Ladder Ops	18 ECPE #5 Ground Ladder Ops	19 Live Burn at Station #75	20 Live Burn at Station #75	21 Live Burn at Station #75
22 Live Burn at Station #75	23 Live Burn at Station #75	24 Live Burn at Station #75	25 FF Close Calls	26 FF Close Calls	27 FF Close Calls	28 FF Close Calls
29 FF Close Calls	30 FF Close Calls	31 Wildland Scenarios Accountability Drills				

June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Wildland Scenarios Accountability Drills	2 Wildland Scenarios Accountability Drills	3 Wildland Scenarios Accountability Drills	4 Wildland Scenarios Accountability Drills
5 Wildland Scenarios Accountability Drills	6 Ropes and Knots VFD Training (Accountability Drills)	7 Ropes and Knots	8 Ropes and Knots	9 Ropes and Knots	10 Ropes and Knots	11 Ropes and Knots
12 iLearnfire Splints and KED	13 iLearnfire Splints and KED	14 iLearnfire Splints and KED	15 iLearnfire Splints and KED	16 iLearnfire Splints and KED	17 iLearnfire Splints and KED	18 ECPE 6B Repelling and Rope Systems
19 ECPE 6B Repelling and Rope Systems	20 ECPE 6B Repelling and Rope Systems	21 ECPE 6B Repelling and Rope Systems	22 ECPE 6B Repelling and Rope Systems	23 ECPE 6B Repelling and Rope Systems	24 Wildland Scenarios	25 Wildland Scenarios
26 Wildland Scenarios	27 Wildland Scenarios	28 Wildland Scenarios	29 Wildland Scenarios	30 FF Close calls		

July 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Rescue Ops with Extrication	2 Rescue Ops w/ Extrication
3 Rescue Ops with Extrication	4 Rescue Ops w/Extrication	5 Rescue Ops w/Extrication	6 iLearnfire Geriatric Pts	7 iLearnfire Geriatric Pts	8 iLearnfire Geriatric Pts	9 iLearnfire Geriatric Pts
10 iLearnfire Geriatric Pts	11 iLearnfire Geriatric Pts VFD Training	12 ECPE 7B Water Tender Operations	13 ECPE 7B Water Tender Operations	14 ECPE 7B Water Tender Operations	15 ECPE 7B Water Tender Operations	16 ECPE 7B Water Tender Operations
17 ECPE 7B Water Tender Operations	18 Wildland Scenarios	19 Wildland Scenarios	20 Wildland Scenarios	21 Wildland Scenarios	22 Wildland Scenarios	23 Wildland Scenarios
24 FF Close Calls D/O JPR #3A Pumper Operations	31 Forcible Entry	25 FF Close Calls D/O JPR #3A Pumper Operations	26 FF Close Calls D/O JPR #3A Pumper Operations	27 FF Close Calls D/O JPR #3A Pumper Operations	28 FF Close Calls D/O JPR #3A Pumper Operations	29 FF Close Calls D/O JPR #3A Pumper Operations
						30 Forcible Entry

August 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Forcible Entry VFD Training	2 Forcible Entry	3 Forcible Entry	4 Forcible Entry	5 iLearnfire Gurney Operations	6 iLearnfire Gurney Operations
7 iLearnfire Gurney Operations	8 iLearnfire Gurney Operations	9 iLearnfire Gurney Operations	10 iLearnfire Gurney Operations	11 ECPE 8A 2.5" Attack Line Operations	12 ECPE 8A 2.5" Attack Line Operations	13 ECPE 8A 2.5" Attack Line Operations
14 ECPE 8A 2.5" Attack Line Operations	15 ECPE 8A 2.5" Attack Line Operations	16 ECPE 8A 2.5" Attack Line Operations	17 Wildland Scenarios	18 Wildland Scenarios	19 Wildland Scenarios	20 Wildland Scenarios
21 Wildland Scenarios	22 Wildland Scenarios	23 FF Close Calls Water Shuttle Operations	24 FF Close Calls Water Shuttle Operations	25 FF Close Calls Water Shuttle Operations	26 FF Close Calls Water Shuttle Operations	27 FF Close Calls Water Shuttle Operations
28 FF Close Calls Water Shuttle Operations	29 Haz-Mat Refresher RIC Drills	30 Haz-Mat Refresher RIC Drills	31 Haz-Mat Refresher RIC Drills			

September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Haz-Mat Refresher RIC Drills	2 Haz-Mat Refresher RIC Drills	3 Haz-Mat Refresher RIC Drills
4 iLearnfire IV and Drug Review	5 iLearnfire IV and Drug Review	6 iLearnfire IV and Drug Review	7 iLearnfire IV and Drug Review	8 iLearnfire IV and Drug Review	9 iLearnfire IV and Drug Review	10 ECPE 9A Commercial Structure Fire Scenario
11 ECPE 9A Commercial Structure Fire Scenario	12 ECPE 9A Commercial Structure Fire Scenario VFD Training	13 ECPE 9A Commercial Structure Fire Scenario	14 ECPE 9A Commercial Structure Fire Scenario	15 ECPE 9A Commercial Structure Fire Scenario	16 Wildland/Urban Interface Review	17 Wildland/Urban Interface Review
18 Wildland/Urban Interface Review	19 Wildland/Urban Interface Review	20 Wildland/Urban Interface Review	21 Wildland/Urban Interface Review	22 FF Close Calls	23 FF Close Calls	24 FF Close Calls
25 FF Close Calls	26 FF Close Calls	27 FF Close Calls	28 Ground Ladders	29 Ground Ladders	30 Ground Ladders	

October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
						1 Ground Ladders		
2 Ground Ladders	3 Ground Ladders VFD Training	4 iLearnfire BSI Review	5 iLearnfire BSI Review	6 iLearnfire BSI Review	7 iLearnfire BSI Review	8 iLearnfire BSI Review		
9 iLearnfire BSI Review	10 ECPE 10 Drafting and Turbo Draft Ops	11 ECPE 10 Drafting and Turbo Draft Ops	12 ECPE 10 Drafting and Turbo Draft Ops	13 ECPE 10 Drafting and Turbo Draft Ops	14 ECPE 10 Drafting and Turbo Draft Ops	15 ECPE 10 Drafting and Turbo Draft Ops		
16 Live burn at Station #75	17 Live burn at Station #75	18 Live burn at Station #75	19 Live burn at Station #75	20 Live burn at Station #75	21 Live burn at Station #75	22 FF Close Calls D/O JPR 4 Aerial Ladder Ops		
23 FF Close Calls D/O JPR 4 Aerial Ladder Ops	30 Annual Testing	24 FF Close Calls D/O JPR 4 Aerial Ladder Ops	31 Annual Testing	25 FF Close Calls D/O JPR 4 Aerial Ladder Ops	26 FF Close Calls D/O JPR 4 Aerial Ladder Ops	27 FF Close Calls D/O JPR 4 Aerial Ladder Ops	28 Annual Testing	29 Annual Testing

November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Annual Testing	2 Annual Testing	3 iLearnfire Hypothermia	4 iLearnfire Hypothermia	5 iLearnfire Hypothermia
6 iLearnfire Hypothermia	7 iLearnfire Hypothermia VFD Training	8 iLearnfire Hypothermia	9 Live Burn at Station #75	10 Live Burn at Station #75	11 Live Burn at Station #75	12 Live Burn at Station #75
13 Live Burn at Station #75	14 Live Burn at Station #75	15 Annual Admin Classes	16 Annual Admin Classes	17 Annual Admin Classes	18 Annual Admin Classes	19 Annual Admin Classes
20 Annual Admin	21 FF Close Calls	22 FF Close Calls	23 FF Close Calls	24 FF Close Calls	25 FF Close Calls	26 FF Close Calls
27 Pool Pact Classes	28 Pool Pact Classes	29 Pool Pact Classes	30 Pool Pact Classes			

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Pool Pact Classes	2 Pool Pact Classes	3 Live burn at Station #75
4 Live burn at Station #75	5 Live burn at Station #75	6 Live burn at Station #75	7 Live burn at Station #75	8 Live burn at Station #75	9 iLearnfire De-Fib w/ Manikin	10 iLearnfire De-Fib w/ Manikin
11 iLearnfire De-Fib w/ Manikin	12 iLearnfire De-Fib w/ Manikin	13 iLearnfire De-Fib w/ Manikin	14 iLearnfire De-Fib w/ Manikin	15 FF Close Calls 2 Minute Drills	16 FF Close Calls 2 Minute Drills	17 FF Close Calls 2 Minute Drills
18 FF Close Calls 2 Minute Drills	19 FF Close Calls 2 Minute Drills	20 FF Close Calls 2 Minute Drills	21 EMS Renewals	22 EMS Renewals	23 EMS Renewals	24 EMS Renewals
25 EMS Renewals	26 EMS Renewals	27 EMS Recerts	28 EMS Recerts	29 EMS Recerts	30 EMS Recerts	31 EMS Recerts

2016 Shift Calendar

JANUARY						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

FEBRUARY						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

MARCH						
S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

APRIL						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

JUNE						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

JULY						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

AUGUST						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

SEPTEMBER						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

OCTOBER						
S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

NOVEMBER						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

DECEMBER						
S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7