
San Ramon Valley Fire Protection District

Board Retreat March 2017



FINANCE

GOALS AND ACCOMPLISHMENTS FY16/17

- Implement workflow policies and procedures to improve access to information for staff and the public
- Enhance open governance by earning “District Transparency Certificate of Excellence” from SDLF
- Solicit competitive bids for District fleet’s fuel needs
- Maintain 2-year budget and 10-year financial plan
- Awarded GFOA “Certificate of Excellence in Financial Reporting” for 6/30/15 CAFR. Application submitted for 6/30/16 CAFR



FINANCE GOALS FY17/18

- Integrate financial system with budgeting system
- Encourage/promote use of electronic banking by vendors and employees
- Maintain 2-year budget and 10-year financial plan
- Maintain GFOA Certificate of Excellence in Financial Reporting



FINANCE

GOALS FY17/18

- Evaluate current banking services relationship and potential issuance of RFP
- Maintain Capital Improvement Plan (CIP) based on input from other Divisions



HUMAN RESOURCES

GOALS AND ACCOMPLISHMENTS FY16/17

- Consolidate overtime tracking into one streamlined system
- Update the District's Human Resources Policies and Procedures
- Update the District's Non-Represented Employee Handbook
- Evaluate feasibility of the Special District Risk Management Authority (SDRMA) General Liability and Excess Workers' Compensation programs for District needs



HUMAN RESOURCES

GOALS AND ACCOMPLISHMENTS FY16/17

- Determine implications of the Affordable Care Act on District provided health benefits
- Administer a Battalion Chiefs promotional exam in the Fall of 2016
- Recruitments and promotional examinations
- Review Board of Directors compensation policy
- Review and update the District's performance management program



HUMAN RESOURCES GOALS FY17/18

- Ensure implementation of the District's performance management program
- Evaluate the workers' compensation process
- If feasible, upgrade Time and Attendance software and train multiple employees to be expert users
- Evaluate and improve HR processes
- Continue to update the District's internal and external HR websites



OPERATIONS

GOALS AND ACCOMPLISHMENTS FY16/17

- Evaluate benefits of changing large diameter supply hose supply from 4" to 5"
- Continue replacement of Standard 2.5 inch fire hydrants with 4.5 inch Steamer hydrants to optimize flow potential
- Evaluate District wide in-building coverage of the East Bay Regional Communications System (EBRCS)



OPERATIONS

GOALS AND ACCOMPLISHMENTS FY16/17

- Assist Human Resources in the Firefighter Paramedic recruitment process for a 2016/2017 recruit Firefighter academy(s) ✓
- Assist Human Resources with Battalion Chiefs promotional exam in the Fall of 2016 ✓
- Finalize Thermal Imaging Camera (TIC) evaluation process to identify and purchase replacement TIC's ✓



OPERATIONS GOALS FY17/18

- Complete replacement of Standard 2.5 inch fire hydrants in the District to optimize flow potential
- Develop and administer in-house Engineers and Captains Academy to enhance succession planning efforts
- Continue development of in-house instructor cadre for Fire District
- Manage Probationary process for new hires and promoted personnel in the District



OPERATIONS GOALS FY17/18

- Monitor current deployment of District resources and bring forward recommendations as appropriate
- Manage the Manipulative Skills portion of the Engineer's Promotional Exam in the Fall of 2017
- Manage the Assessment Center process for the Captains promotional exam in the Spring of 2018
- Assist Human Resources in the Firefighter Paramedic recruitment process for a 2017/2018 recruit Firefighter academy(s)



TRAINING

GOALS AND ACCOMPLISHMENTS FY16/17

- Incorporate new State Fire Training curriculum and track updates into Training Division planning and delivery
- Facilitate the Probationary Firefighter process of recruit class 2016-1
- Evaluate the current academy training delivery model while planning and preparing for a 2016/2017 recruit academy(s)
- Evaluate future Training Site upgrades and needs



TRAINING

GOALS AND ACCOMPLISHMENTS FY16/17

- Facilitate Emergency Vehicle Operations Course (EVOC) to provide knowledge and skills necessary to safely operate vehicles in emergency and non-emergency situations
- Prepare and deliver Fireline Safety Refresher Training in order to maintain currency for all personnel assigned to positions with fireline duties
- Deliver Command and Control training for all suppression personnel consistent with training developed by Command Staff and taught to Company Officers



TRAINING GOALS FY17/18

- Incorporate on-going State Fire Training curriculum updates into Training Division planning and delivery
- Organize and Administer a Firefighter Recruit Academy in the Fall of 2017
- Facilitate the Probationary process for Firefighter Recruit Academies 2016-2 and 2017-1
- Deliver Off-Road Emergency Vehicle Operations Course (EVOC) training to provide knowledge and skills necessary to safely operate vehicles in emergency and non-emergency situations



TRAINING GOALS FY17/18

- Prepare and Deliver Fireline Safety Refresher Training in order to maintain currency for all personnel assigned to positions with fireline duties
- Deliver Auto Extrication Training that meets State standards and industry best practices
- Evaluate training tower standards and needs
- Develop Refresher Training Criteria for Suppression personnel returning to work following an extended absence pursuant to agreement with Labor



EMS

GOALS AND ACCOMPLISHMENTS FY16/17

- Replace equipment identified in the Capital Improvement Plan (CIP)
- Establish and implement Advanced First Aid standards, scope of practice, and training for Station 37/40 Volunteers
- Fill EMS Senior Office Assistant interim position with permanent staff member



EMS

GOALS AND ACCOMPLISHMENTS FY16/17

- Provide independent Patient Care Report review and recommendation service to ensure objective CQI analysis/ Update and formalize District CQI Plan
- Evaluate effectiveness of EMS contractor services
- Deliver EMS instruction and training to the 2016-II Recruit Firefighter Academy
- Update Paramedic Intern Program



EMS

ADDITIONAL ACCOMPLISHMENTS FY16/17

- Retrofitted Ambulance #700 with a Power Load System at a cost of \$20,500, in comparison to the proposed purchase cost of \$65,000 ✓
- Completed master inventory of all District EMS clinical equipment, tools, and accessories ✓
- With Human Resources Division, developed Firefighter pre-employment EMS testing module ✓
- Administered EMS components of the Lateral Firefighter Recruit testing process ✓
- Attended the International Academies of Emergency Dispatch (IAED) EMD Course ✓



EMS

GOALS FY17/18

- Prepare the District's response to Contra Costa County's Request for Proposal (RFP) for the contracting of Emergency Ambulance Service, effective October 2018
- Deliver EMS instruction to two (2) separate groupings of the 2017-1 Recruit Firefighter Academy
- Prepare a Request for Proposal (RFP) for the contracting of services for the independent review of Electronic Patient Care Reports (EPCR)
- Evaluate EMS Division staffing model and assignment responsibilities for possible reorganization



EMS

GOALS FY17/18

- Evaluate DEA-compliant electronic inventory control system for controlled substances, in response to pending legislation
- Author revised edition of the District's Continuous Quality Improvement (CQI) Plan for submission to Contra Costa County EMS
- Evaluate the feasibility and costs associated with the retrofitting of two (2) District ambulances with Stryker Power Load gurney systems



COMMUNICATIONS

GOALS AND ACCOMPLISHMENTS FY16/17

- Monitor performance standards to ensure the highest level of service to the community
- Continue the development of training, policies and procedures for Fire and Police Dispatching
- Research deployment options and request the implementation of text to 9-1-1 through the California State 9-1-1 Branch, Office of Emergency Services
- EMD Re-Accreditation with the International Academy of Emergency Dispatch (IAED)



COMMUNICATIONS

GOALS AND ACCOMPLISHMENTS FY16/17

- Evaluate the International Academy of Emergency Dispatch (IAED) Fire Protocols as a tool in providing training and consistency with Fire Dispatching
- Research software options to assist with resource deployment decisions (EMS Division)
- Implement a ReddiNet (Rapid Emergency Digital Data Information Network) interface with TriTech CAD



COMMUNICATIONS GOALS FY17/18

- Integrate the Communications Center personnel with the District's established community outreach programs
- Implement Emergency Fire Dispatch software through the International Academy of Emergency Dispatch to provide consistent and structured call processing
- Research Association of Public Safety Communications Officials (APCO) International Training Program certification for Communications Centers
- Present research materials to Command Staff to determine the most effective deployment software solution for the Operations and EMS Divisions



TECHNOLOGY

GOALS AND ACCOMPLISHMENTS FY16/17

- Refresh the Mobile Data Computers (MDC) due for replacement. Evaluate the feasibility of emerging tablet technologies (CIP)
- Refresh the District's end-of-life wired and wireless network equipment (CIP)
- Provide ongoing support and software enhancements for the San Ramon Valley 911 Communications Center
- In conjunction with the Communications Division, install and configure an interface between CAD and Reddinet



TECHNOLOGY GOALS FY17/18

- Implement solution for reliable, redundant connectivity in fire apparatus
- Research and recommend options for email retention and legal holds
- Perform ongoing review of security risks and update policies and procedures according to industry best practice
- Support the Finance and Human Resources Divisions in upgrading the District's scheduling software



FLEET

GOALS AND ACCOMPLISHMENTS FY16/17

- Evaluate Dublin/Alameda County Fire Department fleet repair facility service/cost
- Evaluate condition of reserve vehicles and need
- Evaluate electronic programs to enhance accountability and manage supplies and labor costs



FLEET

GOALS AND ACCOMPLISHMENTS FY16/17

- Research and update spec for replacement ambulances
- Evaluate fleet preventive maintenance integration into daily reporting
- Convert apparatus spectrum LED for improved safety



FLEET

GOALS FY17/18

- Facilitate equipment purchase, vehicle build and delivery of two new ambulances to provide highest level of patient care, safe, reliable, and efficient transport
- Evaluate chassis replacement (re-mount) for three ambulances to provide highest level of patient care, safe, reliable, and efficient transport
- Research and address current replacement schedules for engines, trucks, and ambulances and make recommendations for CIP adjustments



FACILITIES

GOALS AND ACCOMPLISHMENTS FY16/17

- Evaluate conversion of fire station landscaping to drought resistant designs for water conservation and aesthetic enhancement
- Redesign and implement one or more fire station landscape(s) to accommodate Bay Area Standards for water and energy use, reduced maintenance and aesthetic improvement
- Remodel FS31 kitchen area for safety and efficiency



FACILITIES

GOALS AND ACCOMPLISHMENTS FY16/17

- Enhance security and safety of Emergency Communications Center
- Ensure Dispatcher dormitory meets code and safety standards
- In conjunction with EBMUD, convert barren turf area behind FS35 to gravel or asphalt



FACILITIES

GOALS AND ACCOMPLISHMENTS FY16/17

- Provide independent Hazardous Materials Compliance Reporting service to align with increased County Health Services reporting requirements
- Develop pool of part-time District Aides to supplement support services on a daily basis
- Ensure Training Site props are OSHA compliant



FACILITIES GOALS FY17/18

- Replace roofs, generators, and asphalt as identified in the CIP and as needed
- Complete all safety repairs and maintenance as identified in the independent Facilities Inspection and Evaluation Report



FIRE AND LIFE SAFETY

GOALS AND ACCOMPLISHMENTS FY16/17

- Adopt the 2015 International Fire Code, continue to work with regional agencies to minimize amendments and provide uniform application
- Participate in updating the Contra Costa County Local Hazard Mitigation Plan
- Implement the organizational changes and develop policies and procedures for the ~~Community Risk Reduction Division~~ Fire and Life Safety Division
- Continue to monitor and evaluate the opportunity to implement the Early Earthquake Warning System into District Facilities



FIRE AND LIFE SAFETY GOALS FY17/18

- Implement organizational change and develop policies and procedures for the Fire and Life Safety Division
- Evaluate shared public interface opportunities to improve business and private citizen satisfaction and efficiency
- Implement technology programs as appropriate to ensure the highest level of safety, effectiveness and efficiency
- Evaluate the District Emergency Preparedness
- Evaluate updating and amending local ordinances for adoption



BOARD OF DIRECTORS GOALS AND ACCOMPLISHMENTS FY16/17

- Continue to enhance the District's level of disaster preparedness
- Complete construction of Station 32 within budget parameters
- Maintain current and long-term fiscal stability
- Ensure fiscal policies and procedures are in place to sustain the long term viability of the District



BOARD OF DIRECTORS GOALS FY17/18

- Continue to enhance the District's level of disaster preparedness
- Continue to enhance the District's level of open governance and transparency
- Maintain current and long-term fiscal stability
- Ensure fiscal policies and procedures are in place to sustain the long term viability of the District



FIRE CHIEF GOALS FY16/17

- Manage construction of New FS 32
- Institute a primary PSAP consolidated Fire/Police Communications Center
- Reorganize the Fire Prevention Division to maximize efficiency and effectiveness
- Position the District to respond to County RFP for ambulance transport services



FIRE CHIEF GOALS FY17/18

- Ensure consolidated Fire/Police Communications Center continues to meet the public safety needs of the community
- Continue efforts with the Fire & Life Safety Division on team building, identifying opportunities for operational efficiencies and enhancing the level of safety services delivered to the community
- Identify and implement a long-term strategy for managing the fleet & facilities needs of the District
- Position the District to respond to County RFP for ambulance transport services



FIRE CHIEF GOALS FY17/18

- Secure additional land for continued development of in-District training facilities
- Ensure the District is adequately staffed to meet the safety needs of the community

