

Fire Department Worksheet: Listed below are *specific activities* that we must **keep doing** and **start doing** in order to address the Township Vision. The list has been prioritized (“1” is highest priority) , with “achievable by” dates indicated.



Overarching Goal	What must we keep doing?	priority	What must we start doing?	priority	By date
1. Excellence in quality customer service is our business.	<ul style="list-style-type: none"> Respond to requests for inspections Provide fast response time 	1	<ul style="list-style-type: none"> Set up a prevention inspection programme Initiate a new public education program, e.g. smoke alarms 	1	Dec. 05
		1		1	
2. We know and manage our assets effectively and efficiently.	<ul style="list-style-type: none"> Maintain equipment in good operating order (trucks, bunker gear, breathing apparatus, etc.) Maintain basic training in use of procedures and equipment 	1	<ul style="list-style-type: none"> Develop a rolling three-year bunker equipment replacement plan Provide more in-house certified training Develop a 5-year truck replacement plan Plan for larger truck storage space 	1	June 05
				2	2006
		1		1	Jan. 05
				3	2007
3. We meet or exceed the applicable provincial standards for performance under current legislation	<ul style="list-style-type: none"> Comply with equipment replacement standards (especially truck – 25 yrs maximum life) Meet Firefighter Health & Safety requirements 	1	<ul style="list-style-type: none"> Upgrade bunker equipment to meet and exceed Health & Safety requirements 	1	June 05
		1			
4. We support development and maintenance of attitudes of personal responsibility and professional pride among employees	<ul style="list-style-type: none"> Hold Association events (training, socials, etc.) to maintain trust / team attitude / healthy working relationships 		<ul style="list-style-type: none"> More frequent training sessions Plan new ways to get the two stations knowing each other better 	2	Dec. 05
				2	Mar. 05
5. We recognize that what we do has a direct effect on health and safety of the public and Township staff.	<ul style="list-style-type: none"> See 1 and 3 above 		<ul style="list-style-type: none"> 		



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6. We regularly evaluate services and how they are delivered.	<ul style="list-style-type: none"> Hold training and practice sessions Keep training according to the Firefighter Training Curriculum 	1 1	<ul style="list-style-type: none"> Invite outside agencies (e.g. Hwy 401-area fire department representatives) to train in late model vehicle extraction 	3	2007
7. We work to maintain effective communication among all departments Council and the public.	<ul style="list-style-type: none"> Offer the “Hazard House” demonstration to all ages and interests 	1	<ul style="list-style-type: none"> Start a Fire Committee with Council representation Plan regular public awareness events 	2 1	June 2005 At once
8. We abandon outmoded practices and support employees to innovate and bring forward new ideas.	<ul style="list-style-type: none"> More partnering with other townships 	3			
9. We recognize that we serve a community with a variety of ages and disabilities.	<ul style="list-style-type: none"> Continue to be on-call for the “Lift Assist” agreement with Renfrew County Ambulance Service 	1	<ul style="list-style-type: none"> Hold more events with seniors focused on safety in their homes 	1	At once
10. We recognize and accept that we are the first line of contact with the public.	<ul style="list-style-type: none"> Communicate the professionalism and dedication of the firefighter 		<ul style="list-style-type: none"> Start a dress uniform program for firefighters 	2	June 05
11. We plan for smooth and effective staff succession.	<ul style="list-style-type: none"> Continue the annual Fire Captain election process, and new recruit process 	1			

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12. Admin. operations are effective and efficient, with a high degree of functional flexibility	<ul style="list-style-type: none"> Keep the flow of needed information going to the front line 	1	<ul style="list-style-type: none"> Hold quarterly meetings with the Captains, Deputy and Chief 	2	Mar. 05
	<ul style="list-style-type: none"> Continue with both stations backing each other up during short-handed times (e.g. holidays) 	1			
13. Not applicable					
14. Not applicable					
15. We provide continuity of service delivery during transition from one Council to the next	<ul style="list-style-type: none"> Bring new Councillors up to speed, informed, and be there to answer their questions 	1	<ul style="list-style-type: none"> See “Fire Committee” above (7) 		
16. We serve the public’s need for quality of life.	<ul style="list-style-type: none"> Publish newspaper safety reminders Take part in public events (parades, pancake breakfasts, etc.) 		<ul style="list-style-type: none"> Look for ways to better involve the very busy 20 to 50-year-old age group 	2	2007