

Cloquet Area Fire District



Fiscal Year 2010 Objectives

2010 Cloquet Area Fire District Objectives

Team Members: Jim Langenbrunner, Brian Fritsinger and Bob DeCaigny

Date Initiated: December 22, 2009

Review Dates:

Goal: To set objectives which will support our endeavor to continually improve the safety and quality of life of the public and our members.

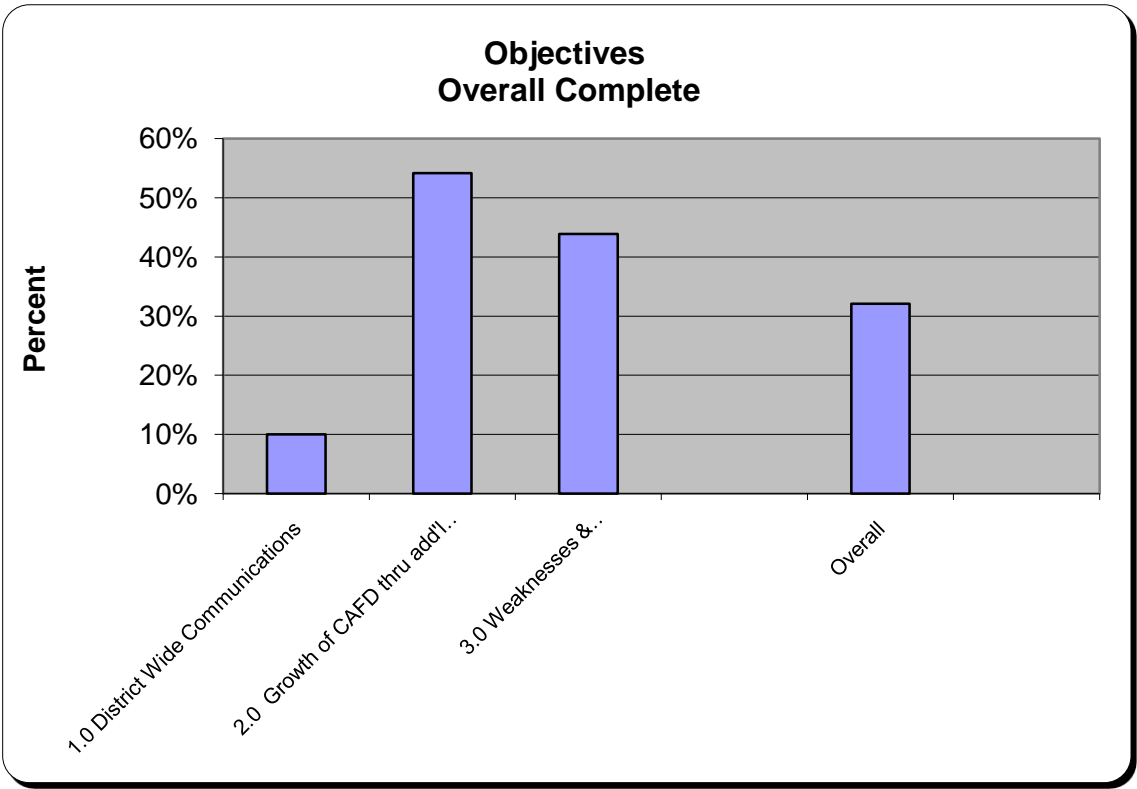


2010 Cloquet Area Fire District Objectives

Objectives Index

1.0 Improve and enhance district wide communications	2.0 Growth of the CAFD through additional member communities	3.0 District's Emphasis on Weaknesses and Opportunities Improvement	Intentionally blank for future use	Intentionally blank for future use
1.1 Perch Lake and Cloquet firefighters	2.1 Develop the remainder of the steps for the new member community process	3.1 Perch Lake medical response		
1.2 Press coverage; Pine Journal, Duluth News Tribune	2.2 Identify priorities for current communities in discussion and beyond; Scanlon, Thomson, Carlton, Fond du Lac, others?	3.2 POC personnel as EMT; training, work with medical director		
1.3 Others; Premiere Theater, Fond du Lac, CAT 7	2.3 Finish CAFD items needed prior to any new member communities coming in; relief association, POC, internal organization effectiveness	3.3 Develop POC Station #1 assignments		
1.4 Miscellaneous; Information to St. Louis County, Townships and Cities, Assisted Living Facilities, District information brochure, Public fire safety education, Civic organizations		3.4 Station #1 CAFD signage		
	2.4 Full organization staff meeting prior to accepting additional member communities	3.5 Investigate potential for non-fire and non-EMT volunteer involvement		
	2.5 Establish committees and teams to work on the various components of new member assimilation	3.6 Metrics to demonstrate continual improvement and communicate the CAFD success		
		3.7 Engage the County in discussions about computer aided dispatch (CAD) reporting enhancements		
		3.8 Completion of annual report to include 2008 to 2009 performance comparisons; hours of training, performance measurements from 3.6 above, response attendance		

CAFD 2010 Objectives Overall Complete



Objective	Percent Complete
1.0 District Wide Communications	10%
2.0 Growth of CAFD thru add'l mem. Comm.	54%
3.0 Weaknesses & Opportunities Imprvmnt	44%
Overall	32%

	A	B	C	D	E	F	G
1	CAFD 2010 Objectives						
2							
3	Objective 1.0 Continue to improve and enhance district wide communications					Reviewed	3/9/2010
4						Revised	3/9/2010
5	Item #	Action Item	Person Responsible	Status / Comments	Targeted Due Date	Date Complete	% Complete
6	1.1	Perch Lake and Cloquet firefighters	Jim	Action items to continue teambuilding? Ideas... Face to face conversations --staff/board/firefighter dialogue session--1st meeting held 2-25-10, hold next one in 6 months. --officers meeting, roles/resp, reporting structure, etc. How to deal with separation anxiety which naturally occurs when there is an organizational shift Deliberate items to improve the two way communication conduit between Staff and firefighters--working with Station 2 personnel to help their familiarization with web site access and info available.	12/31/10		10%
7	1.2	Press coverage		The news media will be invited for special events, e.g., FEMA burn simulation training unit, fundraising events, Station #2 special events (midnight golf), Fill the Boot, etc.			5%
8	1.2.1	Pine Journal	Jim	At least 2 articles this year--invited Lisa Baumann to Station 2 personnel EMT testing, couldn't make it.	12/31/10		5%
9	1.2.2	Duluth News Tribune	Jlm	Target 1 article minimum--target public relations article of CAFD/Scanlon partnering.	12/31/10		5%
10	1.3	Others					20%
11	1.3.1	Premiere Theater	Jlm	There are two ads currently. One is sponsored by the Union Local. The second ad sponsored by the county Fire Chief Association advocating volunteer firefighters is being let go. One ad will be done jointly between Management and the Union Local.	3/1/10		60%
12	1.3.2	Fond du Lac	Jim	E.g., elders days at the RBC, health fair, school, newspaper, etc.	12/31/10		0%
13	1.3.3	CAT 7	Jim	Consider getting information on CAT 7.	4/1/10		0%
14	1.4	Miscellaneous					5%
15	1.4.1	Information to St. Louis County, Townships and Cities	Jim/Brian	Apprise of progress CAFD has made, what we see down the road and reaffirm our desire to have them as participants. 8-12-09 have dialogued with Thomson, Scanlon and Fond du Lac. The Board is working through the steps needed to be completed prior to taking in additional departments.	12/31/10		0%

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16	1.4.2	Assisted Living Facilities	Jim/Ken Klatt	Meet quarterly to share information	12/31/10		25%
17	1.4.3	District information brochure	TBD	A brochure which could be developed and made available for general public distribution or to have for distribution when attending an event, e.g., elder health fair	4/1/10		0%
18	1.4.4	Public fire safety education	TBD	Discuss and/or methods, e.g., open house, fire truck at school, fire prevention talks, etc.	12/31/10		0%
19	1.4.5	Civic organizations	TBD	Kiwanis, Rotary, etc.	12/31/10		0%
20							
21							
22							
23							
24	% complete						10%

	A	B	C	D	E	F	G
1	CAFD 2010 Objectives						
2							
3	Objective 2.0 Growth of the CAFD through additional member communities					Reviewed	3/9/2010
4						Revised	3/9/2010
5	Item #	Action Item	Person Responsible	Status / Comments	Targeted Due Date	Date Complete	% Complete
6	2.1	Develop the remainder of the steps for the new member community process	Bob	Met 12-21-09 to discuss ideas on a path forward. Those ideas will be shared with the Board during the January 2010 meeting.	2/1/10	3/4/10	100%
7	2.2	Identify priorities for current communities in discussion and beyond					58%
8	2.2.1	Thomson	Jim	Met once, replied to a question regarding additional conversations.	12/31/10		50%
9	2.2.2	Scanlon	Jim	Met twice, forming a subcommittee to take additional steps.	12/31/10		70%
10	2.2.3	Fond du Lac	Jim	Some informal discussions.	12/31/10		10%
11	2.2.4	Carlton	Jim	Met twice, Carlton has elected to not pursue membership as of Feb. 2010, but would like to keep the door open for future conversations.	12/31/10		100%
12	2.3	Finish CAFD items needed prior to any new member communities coming in					63%
13	2.3.2	Relief Association	John P.	Completed February 2010.	2/1/10		100%
14	2.3.3	POC compensation	Jim/BCs	Completed February 2010.	2/11/10		90%
15	2.3.4	Internal organizational effectiveness	Jim	Clearly indentify weaknesses	6/1/10		0%
16	2.4	Full organization staff meeting prior to accepting additional member communities	Bob/Board	What have we accomplished, what are we working on, where are we going, your part in that, etc. What are your concerns, what are your ideas. First meeting held 2-25-10, will hold another in 6 months.	3/1/10		50%
17	2.5	Establish committees and teams to work on the various components of new member assimilation	Jim//Board		9/1/10		0%
18							
19							
20	% complete						54%

	A	B	C	D	E	F	G
1	CAFD 2010 Objectives						
2							
3	Objective 3.0 District's Emphasis on Weaknesses and Opportunites Improvement					Reviewed	3/9/2010
4						Revised	3/9/2010
5	Item #	Action Item	Person Responsible	Status / Comments	Targeted Due Date	Date Complete	% Complete
6	3.1	Perch Lake medical response	Ken/Jim	Ken has about nine Station 2 personnel through the skills portion and they need to take the written test.	6/1/10		50%
7	3.2	POC personnel as EMT		Goal is to have 50% of the POC a EMT level			73%
8	3.2.1	Training	Ken	Ken has been involved 2 nights a week since January.	6/1/10		95%
9	3.2.2	Work with Medical Director	Ken/BCs	Identify medical procedures allowed piror to a paramedic arrival, Ken is in process on this, protcols have been exchanged.	12/31/10		50%
10	3.3	Develop POC Station #1 assignments	BCs/Ken	For both fire and EMS purposes	4/1/10		0%
11	3.4	Station #1 CAFD signage	Steve K.	Clearly identify station #1 on the building/doors	4/15/10	3/5/10	100%
12	3.5	Investigate potential for non-fire and non-EMT volunteer involvement	Jim/Ken	Fire safety, fire prevention, secretarial, communications, marketing and other involvements	6/1/10		0%
13	3.6	Metrics to demonstrate continual improvement and communicate the CAFD success	Jim/BCs	Perfomance measurement; turnout time, response time, personnel on scene, etc. Use of SOPs to measure performance The 2009 annual report has captured some of this.	3/1/10		50%
14	3.7	Engage the County in discussions about computer aided dispatch (CAD) reporting enhancements	Kevin	Kevin has met with County personnel twice. State PSAP study recommends consolidation of regional communication/dispatch centers. Carlton County will most likely be a part of a much larger system.	4/1/10		10%
15	3.8	Completion of annual report to include 2008 to 2009 performance comparisons	Jim	Share this information with the Board and other external interested parties. Copies distributed to Board, City of Cloquet, Perch Lake Township, Fond du Lac RBC, Cloquet Public Library and City of Scanlon.	3/1/10	2/26/10	100%
16	3.8.1	Hours of training	Ken/John P.	Done	3/1/10	2/26/10	100%
17	3.8.2	Performance measurements from 3.6	Jim/Jeremy	Done	3/1/10	2/26/10	100%
18	3.8.3	Response attendance	Jim/Jeremy	Number of people. Done	3/1/10	2/26/10	100%
19	3.9	Change management training		Considering processes we will need to create and change while this CAFD is evolving, this understanding could be key for us.			13%
20	3.9.1	Determine group to be trained	Jim/Brian	Combine the CAFD management team with personnel from the City of Cloquet. Jim estimates 10 attendees from the CAFD.	3/23/10		50%
21	3.9.2	Research trainer	Bob		4/15/10		0%
22	3.9.3	Schedule dates	Jim/Brian		5/1/10		0%
23	3.9.4	Conduct training	Trainer		9/1/10		0%
24							
25	% complete						44%

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1	CAFD 2010 Objectives								
2									
3	Objective 4.0	<u>Intentionally left blank for additional objectives</u>							
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5	Item #	Action Item	Person Responsible	Status / Comments	Targeted Due Date	Date Complete	% Complete		
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1	CAFD 2010 Objectives								
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3	Objective 6.0	<u>Intentionally left blank for additional objectives</u>							
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5	Item #	Action Item	Person Responsible	Status / Comments	Targeted Due Date	Date Complete	% Complete		
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