

**Strategic Planning Goal Setting Worksheet - Due March 1, 2005**

**Fire Department**

<b>Goal</b>	<b>Action Steps (Manpower and Financial Requirements)</b>	<b>Reponsible Party</b>	<b>Beginning Date</b>	<b>Goal Date</b>
<b>High Priority</b>				
Establish Mission Statement for the Fire Department	Compose and attach to Strategic Plan	Fire Chief	March 1, 2005	on-going
Establish Standard Operating Guidelines for supplement to the Jefferson County Emergency Management Plan and Annexes	Find existing policy that is current City of Port Neches guideline and re-issue with new cataloging numbers for tacking purposes - Printing Costs only	Fire Chief	Fall of 2005	on-going
Develop new Standard Operating Guidelines addressing Homeland Security issues to add to the Jefferson County Emergency Management Plan and Annexes.	As directed by DHS and State DEM, develop new Standard Operating Guidelines as necessary - Printing Costs Only	Fire Chief	on-going	on-going
Train and implement Emergency Management mandates as required.	Schedule classes in unison with the TEEX Drill	Fire Chief	February, 2005	on-going
Monitor and review Interlocal Agreements to meet requirements for FEMA funding during natural and man-made disasters.	Follow-up on any agreements in Jefferson County not completed.	Fire Chief	Fall of 2005	Fall of 2005

